



TOWN OF SUMMERFIELD Public Records Request Form



Name of Requestor: _____

Address: _____

Telephone: _____

Date Requested: _____

Requested Information:¹ _____

(Description, title, and _____

date of record if known) _____

Disclosure Format: _____

Signature of Requestor: _____

Date Received: _____

Copy Charges Collected: _____

Signature of Requestor: _____

Printed Name: _____

¹ Note: Public record laws provide for the inspection and examination of public records. However, the law does not provide for the creation of records if no such records exist.