

City of Merrill
Request for Records

Applicant's Name: _____

Address: _____ Phone: _____

Request Date & Time: _____

Records Requested: _____

Date to be Picked Up: _____

Records Released: _____

Records Released By: _____

The City of Merrill will honor all requests for information or records that are made to the City. Because of the volume of records that can be made available, the person requesting the records must be as specific as possible in their request and are asked to note the following rules:

1. The research and reproduction of records will be completed as promptly as possible, but at times other City duties and responsibilities will delay the request. The record search you requested should be available within 48 hours of this request, but in no event longer than 10 business days.
2. The information you supply in your request will mainly determine what records can be located. The City asks that you supply as much information as possible on this request sheet.
3. The charge for producing records will be made at the cost to the City of Merrill of the employee's time and material in honoring the request. If this cost does not exceed fifty dollars (\$50.00), the fee will be the actual cost of reproducing the records. At present, that cost is \$0.25 per page of the City record. Non-City records may be copied by City staff, if time permits. Because private copy services exist, and because the City does not wish to be in competition with those private copy services, the cost per page of the non-City documents is \$0.25.
4. A Supervisor of the Department to which the request is made must release the records you request. This assures that the City's policy regarding certain records is followed. The personnel receiving your request may not be authorized to release the information you need, but most records will be released within the 48-hour period.
5. Although the public has access to City records there are certain records and files that are confidential. These records cannot be released. Your understanding of the City's policy and State law is appreciated.