



MAS PUBLIC RECORDS REQUEST FORM

Pursuant to the MAS Public Records Policy and State Statutes – Public records requests can be made in person at the front office & completing a Records Request Form or by completing the form online & emailing publicrecords@mcintosheagles.com or mailing it to P.O. Box 769 McIntosh, Florida 32664-0769.

Charges will be incurred for copies at the price of 15¢ per page and for preparation time that exceeds 15 minutes. Once the form is submitted, please contact the front office at (352) 591-9797 for an estimate of charges. Payment must be received before requests are processed. Costs that exceed the estimated fee is due upon pickup of requested records.

Name:

Address.....

City, State and Zipcode:.....

Phone Number: Email address:

Date of request:

Date Completed: (Custodian)

Records requested:

Estimate of cost with copies at 15¢ per page PLUS labor costs for any time over an (estimated) 15 minutes. **To be paid by the requestor before the request can be completed.**

\$.....:..... Cash/Check/Credit Card

Date received:/...../..... Check/Credit Conf #

Approved/redacted by: Record Custodian/Principal

_____ Signature/Date