



PO Box 398; 2659 Front St.
Cottondale, FL 32431
850.352.4361

RECORDS REQUEST FORM

Date: _____

Request for:

Notes: _____

Received by _____

Agency is not ordinarily required to reformat.

Agencies are **only** required to provide a record in the format in which the record is regularly maintained.

“Ch. 119, F.S. ... does not mandate that an agency create new records in order to accommodate a request ...”

Cost is allowed for copies and materials. Special service charge, which shall be reasonable and shall be based on the cost incurred for such extensive use.

OFFICE USE

Cost:

Copies _____ Media _____ Time _____ Total \$ _____

Request came through: _____