



City of Lancaster
Public Records Request Form

A. Date _____

B. Name of person requesting information _____

Address _____

Contact phone no. (____) _____

C. Please state specifically what information you are requesting to inspect

D. Do you wish to obtain a copy of the above records? Yes No

E. Costs:

1. Public records copies are provided at cost of ten cents (\$0.10) a page. Some engineering maps are more than ten cents (\$0.10). Other mediums such as DVD, where available, may be a different charge.
2. The City may ask for prepayment for request.

F. Disclaimer:

1. You are not required to fill out this written request although it can often clarify and expedite the release of information.
2. The City can deny a request which is overly broad.