

VILLAGE OF WESLEY HILLS

RECORDS REQUEST FORM

TO: _____ DEPARTMENT

I, _____ hereby request
the following papers, data or file for inspection.

FILE #: _____
or
NAME/ADDRESS: _____

SUBJECT MATTER: _____

PAPERS REQUESTED: _____

DATE OF REQUEST: _____ SIGNATURE: _____

***Note:** FILES MUST BE INSPECTED IN PRESENCE OF THE DEPARTMENT
HEAD RESPONSIBLE FOR THEIR CONTENTS OR HIS/HER DESIGNATED
REPRESENTATIVE. FILES MAY NOT BE REMOVED FROM THE OFFICE
HAVING CUSTODY.*

Department Info:

Request Received: _____ Time: _____

File Delivered: _____ Time: _____

Request received by: _____

Inspection Monitored by: _____

Papers returned to file by: _____

NOTE: Request records should be made part of the subject file. Separate request form is required for each separate file from which documents have been requested.