

**BENTON COUNTY  
REQUEST FOR PUBLIC RECORDS**

Benton County Ordinance No. 442 | Chapter 5.14 BCC (Benton County Code)

**TO BE COMPLETED BY REQUESTOR:**

**DATE OF REQUEST:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
STREET CITY STATE ZIP CODE

E-MAIL/OTHER CONTACT INFORMATION: \_\_\_\_\_

- I WOULD LIKE TO (mark all that apply):
- Inspect the public records
  - Obtain copies of the public records

DESCRIBE THE RECORDS YOU ARE REQUESTING: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE:** If the request is for a list of names and/or addresses, please attach a signed statement, under the penalty of perjury, that the list will not be used for any commercial purposes.

**TO BE COMPLETED BY RECORDS OFFICER:**

DATE RECEIVED: \_\_\_\_\_ TIME: \_\_\_\_\_

OFFICE/DEPARTMENT/COMMISSION/BOARD: \_\_\_\_\_

RECORDS OFFICER: \_\_\_\_\_

- Request:
- was forwarded to Prosecuting Attorney's Office for advice;
  - was not forwarded to Prosecuting Attorney's Office for advice.
- Records:
- are available for inspection or copying (attach copy of letter to requestor required by BCC 5.14.090(a)(1) or (2));
  - are not identifiable and a request for clarification was made on this date \_\_\_\_\_ by email or letter (attach copy of email or letter to requestor required by BCC 5.14.909(a)(3));
  - may be available, but more time is needed to respond (attach copy of letter to requestor required by BCC 5.14.090(a)(3));
  - are not available because they are exempt (attach copy of letter to requestor required by BCC 5.14.090(a)(4));
  - partially available for inspection or copying as some portion of the records are exempt and have been withheld and/or redacted (attach copy of letter to requestor required by BCC 5.14.090(a)(4));
  - not available because no responsive records exist (attach copy of letter to requestor required by BCC 5.14.090(a)(4)).

\_\_\_\_\_  
Signature of Records Officer Date

- Request closed because:
- copies were inspected or provided to requestor;
  - no response was received to request for clarification and requestor was notified request has been closed (attach copy of closure letter to requestor required by BCC 5.14.090(e));
  - records were exempt in their entirety and requestor was notified of exemptions;
  - no payment was received from requestor and requestor was notified that the request has been closed (attach copy of closure letter to requestor BCC 5.14.090(f)).

\_\_\_\_\_  
Signature of Records Officer (or Prosecuting Attorney if request handled by PA's office) Date