

State Level Public Records Request Template

This template is designed to assist individuals in drafting a formal request for public records from state agencies. Please fill in the details below, print the document, and submit it to the appropriate records custodian of the state agency.

1. Requester Information

Full Name:

Mailing Address:

City, State, Zip Code:

Telephone Number:

Email Address:

2. Recipient Agency Information

Name of State Agency:

Records Custodian / Officer Name:

Agency Mailing Address:

Agency City, State, Zip Code:

3. Description of Records Requested

Pursuant to state public records laws, I hereby request access to and/or copies of the following public records. Please describe the records as specifically as possible (include dates, subject matter, keywords, and names of individuals involved):

Description line 1

Description line 2

Description line 3

Timeframe of Requested Records (e.g., January 1, 2023 to present):

4. Delivery Preference and Fees

Preferred Delivery Format (e.g., Digital/Email, Paper Copies):

Maximum Fee Authorization (Please notify me if fees will exceed this amount): \$

Fee Waiver Justification (If applicable, e.g., Request is in the public interest):

5. Submission Details

Date of Request:

Signature of Requester (Sign here after printing):