



Portage County Information Technology Services

Cameron Singer
CIO

Matt Kelly Chief
Administrator

PUBLIC RECORDS REQUEST FORM

Instructions: Please complete the form below and return to Information Technology Services via Fax, U.S. Mail or E-Mail at (itspublicrequest@portageco.com). Your request will be researched and you will be advised of costs and limitations, if any, associated with your request. Please note: submittal of this form is not required, but requested to assistance us in processing your request. If you desire to submit your request verbally or in person, you may feel free to do so.

DATE:		
NAME:		
PHONE #:	FAX #:	E-MAIL:
ADDRESS:		
REQUEST: (Please describe in detail your request)		

I.T.S. INTERNAL USE			
Elected Official Approval:	_____		_____
	Name	Date	
Prosecutor Approval:	_____		_____
	Name	Date	
Estimated Cost:	Processing ____ Programming ____ Material ____ Shipping ____		
	Total \$ _____		

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