



Portage County Information Technology Services

Brenda Cumpston
Manager

Janet Esposito
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 (bcumpston@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 \$ _____ | |