Public Records Request Flow Chart

GRAMA
Government Records Access Management Act

Submit Written Request

E-MAIL
Download request form + scanned image of photo ID

FAX
Download request form + copy of photo ID

IN PERSON
Fill out request @ front desk w/ photo ID

MAIL
Download request form or submit written request with copy of photo ID

Request is received and processed in 1-10 business days.

If there is a cost associated with the records ($15 per report)

If there are no costs associated with the records

You will receive an invoice (email, fax, call or letter)

Check: in person, through the mail

Credit/Debit (.50 cent fee applies): in person or over the phone

Cash: in person

Release of Records

E-mail

Pick up at front desk; M-F 8am-5pm, closed holidays

Fax

Mail