

This form is provided for your convenience. You do not have to utilize this form to request public records and your request does not need to be in writing. If you use this form, you do not have to reveal your identity, provide your name, provide complete contact information or indicate how you intend to use the requested public record(s).

## **City of Huron - Public Records Request**

Requestor Information		Staff Use Only	
Name		Request Tracking Number	
Address		Date Received	
Phone Number	Fax Number	Received by	
Email Address		Date completed	
My preferred contact method is:  Phone Email	Fax	Completed by	
Records Requested			
<b>Instructions:</b> Please describe the records years more detail you provide, the easier and faster we detail you provide.	_		
Type of Record (please be as specific as possible, and in			
Delivery Method			
Instructions: Please indicate below how yo	ou would like to receive the reco	ords you request.	
If you would like to receive the records by	We will	We will	
Pick up from our office		Contact you by your preferred method listed above Please provide us your contact information above	
Email		Email the records to you Please provide an email address above	
U.S. Mail	Mail them to you Please provide a postal a	Mail them to you Please provide a postal address above	
Fax	Fax them to you Please provide a fax num	Fax them to you Please provide a fax number above	
Inspect them in person at our office		Contact you by your preferred method listed above Please provide us your contact information above	