

**PUBLIC DOCUMENT REQUEST INTAKE FORM**

(to be used for all public documents requests, delivered in person, via mail, via phone, or via email)

Directions:

1. Fill out completely, but note that requestor's address is not required and should not be requested if documents are to be picked up or reviewed at CCDA.
2. Attach this form to the written public documents request.
3. Per the CCDA Public Records Request Policy, all requests for information must be referred to the Public Records Custodian immediately for processing. By submitting this form, a copy will be sent to CCDA's Public Records Custodian as well as the CCDA's General Counsel.
4. To avoid errors, if an item below is shown on the written request, do not input it on this form.

Your Name: \_\_\_\_\_ Your Telephone: \_\_\_\_\_

Date of Receipt of Request: \_\_\_\_\_ Time of Receipt of Request: \_\_\_\_\_

Manner of Receipt of Request:  phone  mail  in person by requestor  email

Manner of Delivery of Requested Documents:  Requestor will pick up at CCDA

Requestor will review at CCDA

To be mailed to Requestor

Requestor's Address (**delivery only**):

\_\_\_\_\_

Complete Description of Documents Requested:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

My signature below signifies that the above is correct, and that I have attached the original of the public documents request as received.

\_\_\_\_\_

Signature of CCDA Staff