

# NEPTUNE FIRE DISTRICT #1

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EMAIL: [info@neptunefiredistrict1.org](mailto:info@neptunefiredistrict1.org)

## RECORDS REQUEST FORM

NAME: \_\_\_\_\_

Company: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Preferred Method of Receiving Records:  Email  Mail  Fax

DESCRIPTION OF RECORD(S) REQUESTED:

(INCLUDE: Specific Address, Date and Time if known.)

FEE:

IF REQUEST DENIED, GIVE REASON:

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REQUESTER'S SIGNATURE

REQUEST DATE

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CUSTODIAN'S SIGNATURE

REQUEST DATE

DATE RECORDS DELIVERED TO REQUESTOR: \_\_\_\_\_

**O.P.R.A. FEE SCHEDULE  
FOR  
ROUTINE COPIES**

<b>LETTER SIZE PAGES (OR SMALLER)</b>	<b>\$0.05 PER PAGE</b>
<b>LEGAL SIZE PAGES</b>	<b>\$0.07 PER PAGE</b>
<b>FIRE REPORTS</b>	<b>\$5.00 PER REPORT</b>
<b>AUDIO CASSETTE</b>	<b>\$1.00 PER TAPE</b>
<b>DVD</b>	<b>\$0.23 PER DISC</b>
<b>USB DRIVE</b>	<b>\$6.05 PER DRIVE</b>
<b>(IF MAILED, POSTAGE IS EXTRA)</b>	

**\*THIS FEE LIST DOES NOT INCLUDE RECORDS THAT CANNOT BE REPRODUCED USING ORDINARY EQUIPMENT, IN ORDINARY BUSINESS SIZE (E.G. A MAP OR PLAT);**

**OR**

**\*COMPLYING WITH THE REQUEST INVOLVES AN EXTRAORDINARY EXPENDITURE OF TIME AND EFFORT**

**\*THESE CHARGES FALL UNDER “SPECIAL SERVICE CHARGE (SSC)”**

**Updated 8/14/2020**