

**RECORD OF INSPECTION and/or  
DELIVERY OF COPIES**

**Inspection of Public Records**

Date \_\_\_\_\_ Time In \_\_\_\_\_ Time Out \_\_\_\_\_

Person Inspecting Records

\_\_\_\_\_  
Name Signature

Staff Person in Attendance

\_\_\_\_\_  
Name Signature

Records Reviewed (describe)

**Copies of Public Records**

<u>Record</u>	<u>No. Pages</u>	<u>Delivery Method</u> <u>(mail, e-mail,</u> <u>etc.)</u>	<u>Date of Delivery</u>	<u>Cost (if any)</u>	<u>Date and</u> <u>Method of</u> <u>Payment</u>
---------------	------------------	---	-------------------------	----------------------	---

Staff Person Providing Copies \_\_\_\_\_  
Name Signature