

## Public Disclosure Log - Requests to View

When a request is made to view a Public Disclosure Statement, the following procedure shall be followed:

- The Administrator shall inform the person making the request that before the documents are viewed, the request shall be recorded by the Administrator in the “Public Disclosure Log”, and the applicant shall provide their name, address and telephone number, and are required to sign the Public Disclosure Log before they can view the requested Public Disclosure Statement(s);
- The Administrator shall within two days of the log entry date, provide the information recorded in the log to the Council member(s) whose information was viewed.
- Please see Policy 200-35 for fee schedule.

NAME: \_\_\_\_\_  
(Individual requesting information)

Telephone Hm: \_\_\_\_\_

Cell: \_\_\_\_\_

Address: \_\_\_\_\_

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

Requested Information: \_\_\_\_\_

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

Sign: \_\_\_\_\_

Date: \_\_\_\_\_