



Union County Records Center & Archives Public Records Request Form

The Union Records Center & Archives provides this Public Records Request Form for management and efficiency of the Public Records Request process, in an attempt to avoid delays and confusion. However, a written request for records is not mandatory and you may decline to identify yourself. If you do not want to make a written request, or do not want to reveal your identity, please call the respective public office. If you choose to use this form, please provide specific details about what you are requesting, including time frame, locations, etc. (if applicable).

Public Office or Agency: _____ Date Requested: _____

Requestor Name (Not Required): _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone (Optional): _____ Email (Optional): _____

Records Requested: **Please provide as much specific detail as possible so the office can identify the **RECORDS** that you are seeking. You may attach additional pages, if necessary.*

Do you want Copies of the Documents? YES or NO If Yes: Paper or Electronic

FOR OFFICE USE ONLY

Received by: _____ Date: _____

Request Number: _____ Request submitted by: E-Mail Mail Fax In-Person Telephone

