



MAYOR
Jackie Crabtree

RECORDER
Sandy Button

Public Records Request

1. All requests for public records must be submitted in writing, addressed to the City of Pea Ridge.
2. Requested records will be made available within three working days of receipt.
3. Date requested: _____
4. Name of person requesting records: _____
Address: _____

5. Specific records requested: _____

6. Requesting party's signature: _____
7. Date records made available to requesting party: _____
8. Name of person who provided records: _____
9. Notes: _____

10. Custodian of the Records Signature: _____