



## CITY OF CALLAWAY

Ashley Robyck, City Clerk, Custodian of Records  
6601 East Highway 22, Callaway, FL 32404 Phone:  
850-215-6694 or 215-6727  
[arobyck@cityofcallaway.com](mailto:arobyck@cityofcallaway.com)

### PUBLIC RECORDS REQUEST

DATE OF REQUEST: \_\_\_\_\_ TIME: \_\_\_\_\_

NAME (NOT MANDATORY): \_\_\_\_\_

METHOD OF CONTACT: ☐ WILL CALL \_\_\_\_\_ ☐ PHONE: \_\_\_\_\_  
DATE AGREED UPON ☐ E-MAIL

**ITEM(S) REQUESTED:**

- ☐ 1. \_\_\_\_\_
- ☐ 2. \_\_\_\_\_
- ☐ 3. \_\_\_\_\_
- ☐ 4. \_\_\_\_\_
- ☐ 5. \_\_\_\_\_

\*\*\*\*\*

**CITY RESPONSE**

(CHECK ITEMS ABOVE PROVIDED PURSUANT TO REQUESTED INFORMATION.)

DATE COMPLETED: \_\_\_\_\_ TIME: \_\_\_\_\_

CONTACT MADE: \_\_\_\_\_

**THE CITY PROVIDED THE FOLLOWING (PER RESOLUTION NO. 11-15):**

SINGLE-SIDED COPIES: \_\_\_\_ AT **.15** PER COPY FOR A COST OF \$ \_\_\_\_  
DOUBLE-SIDED COPIES: \_\_\_\_ AT **.20** PER COPY FOR A COST OF \$ \_\_\_\_  
AUDIO CD: \_\_\_\_ AT \$2.00 PER CD FOR A COST OF \$ \_\_\_\_  
ADMINISTRATIVE COSTS: \_\_\_\_ HOURS @ \$ \_\_\_\_ PER HR. FOR A COST OF \$ \_\_\_\_  
OTHER COSTS: \_\_\_\_\_

**TOTAL COST OF PRR:** \_\_\_\_\_

ITEM(S) \_\_\_\_\_ LISTED ABOVE WERE NOT PROVIDED PURSUANT TO STATUTORY  
EXCEPTION(S) AS PER SECTION(S) \_\_\_\_\_ OF THE FLORIDA STATUTES.

\_\_\_\_\_  
CITY CLERK, CUSTODIAN OF RECORDS  
OR REPRESENTATIVE

Please submit request to [arobyck@cityofcallaway.com](mailto:arobyck@cityofcallaway.com)