



Department of Public Works
Engineering Division
Public Records Request

ENG10 _____
[for office use only]

Please, allow the Engineering Division a **minimum of 24 hours** to complete request. **Do not** expect to receive documents at the time of request. The Engineering Department will try to complete requests as soon as it is possible. Copies will be made **after** appropriate fees have been paid.

Name of Requestor: _____

Mailing Address: _____

Telephone: _____ Fax: _____

E-mail Address: _____

Request: _____

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Received by : _____	
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Total Number of Pages : _____	Size (L x W) : _____ Fee : _____
Time Spent Assisting Requestor : _____	
Time Spent Researching / Locating Documents : _____	
Date Mailed / Delivered / Picked-up : _____	Completed <input type="checkbox"/>