



Portage County Information Technology Services

Lloyd Alger
CIO

Dominique Porter
Manager

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Administrator

PUBLIC RECORDS REQUEST FORM

Instructions: Please complete the form below and return to Information Technology Services via Fax, U.S. Mail or E-Mail at (itspublicrequest@portageco.com). Your request will be researched and you will be advised of costs and limitations, if any, associated with your request. Please note: submittal of this form is not required, but requested to assistance us in processing your request. If you desire to submit your request verbally or in person, you may feel free to do so.

DATE:		
NAME:		
PHONE #:	FAX #:	E-MAIL:
ADDRESS:		
REQUEST: (Please describe in detail your request)		

I.T.S. INTERNAL USE				
Elected Official Approval:	_____	_____		
	Name	Date		
Prosecutor Approval:	_____	_____		
	Name	Date		
Estimated Cost:	Processing ____	Programming ____	Material ____	Shipping ____
	Total \$ _____			

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