



**Request for Disclosure of Sudden Valley Records**  
**In house records take 24-72 hours to process**  
**Archived files may take up to 1-2 weeks to process**

**Person Making Request: (Please Print)**

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**Div.:** \_\_\_\_\_ **Lot:** \_\_\_\_\_

**Person Making Request: (Please Sign)**

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**Physical Address:**

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**Phone Number:**

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**Mailing Address:**

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**Email Address:**

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**Item (s) Being Requested:**

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**Purpose of Requested Items/Forms/Documents:**

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**Below This Line For Staff Use**

**Date of Request:** \_\_\_\_\_

**Date Copies Made:** \_\_\_\_\_

**Date Provided:** \_\_\_\_\_

**Date Item (s) Returned:** \_\_\_\_\_

**Request Made:**

in Person

by Phone

by Fax

by Mail

by Email

**Attach Request if Applicable**

**Records are for:**

Private Use     Public Use

**Billable Time:** \_\_\_\_\_ **Amount Charged:** \_\_\_\_\_

**Forms Released by (print):** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Approved by (print):** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_