

**CITY OF WEWAHITCHKA GULF COUNTY, FLORIDA  
PUBLIC RECORDS REQUEST "PPR" FORM**

Florida Statute 119.001

"Public records" means all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency."

Florida Statute 119.07

Every person who has custody of a public record shall permit the record to be inspected and copied by any person desiring to do so, at any reasonable time, under reasonable conditions, and under supervision by the custodian of the public records.

City of Wewahitchka records are available to the public within a reasonable time upon request. However, to preserve the file content, files are not to be removed from the City Clerk and may not be removed from the City facility.

The following information is requested to expedite your Public Record Request and document, track, and confirm the proper production of your request activity.

NAME OF RECORD OR FILES REQUESTED FOR REVIEW:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Time period: From: \_\_\_\_\_ To: \_\_\_\_\_  
Month, Day, Year Month, Day, Year

Copies Requested Yes \_\_\_\_\_ No \_\_\_\_\_ (there may be a charge for all copies)

List of Specific Records to be copied:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Contact Information

To be notified when the records are available, please include the appropriate information.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

**INTERNAL USE/CITY OF WEWAHITCHKA CITY CLERK**

Date Stamped Filed/Received: \_\_\_\_\_ Date PPR Completed & Production to Requestor: \_\_\_\_\_