

**TOWN OF ST. LEO**  
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\_\_\_\_\_  
\*For Finance Department: \_\_\_\_\_ \*

\*Records Provided By: \_\_\_\_\_ \*

\*Single-sided copies \_\_\_\_\_ @ .20 =\$ \_\_\_\_\_ \*

\*Two sided copies \_\_\_\_\_ @ .35 = \$ \_\_\_\_\_ \*

\*Research cost (see below) \$ \_\_\_\_\_ \*

\* \_\_\_\_\_ \*

\*Total paid: \$ \_\_\_\_\_ (Date) \_\_\_\_\_ \*

\* \_\_\_\_\_ \*

**RECORDS RETRIEVAL  
FOR PUBLIC RECORD**

Date Submitted: \_\_\_\_\_

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**The following Public Records are requested to:** (choose one) View\_\_\_\_ Copy\_\_\_\_

Type of document: \_\_\_\_\_  
(Minutes, Ordinance, etc.)

Date of document or event: \_\_\_\_\_

If you wish to be notified when your copies are ready or if any questions arise concerning your request please give us a contact number(s). \_\_\_\_\_

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PLEASE NOTE: If you are making this request other than in person and your request will incur research fees (see below), the estimated fee will be calculated and the request will be held for your approval and deposit. If you have given us a contact number we will call (or email) the estimate to you. You are not required to provide a contact number. Copies made per requests which will not incur research fees, submitted without a contact number, will be produced and held for 30 days for pick-up.

Date records were submitted: \_\_\_\_\_ By: \_\_\_\_\_