



PUBLIC RECORDS REQUEST
Donald W. Wyatt Detention Facility

WN 60001
REV 6/3/2024

UNDER THE ACCESS TO PUBLIC RECORDS ACT

Date: _____ Request Number: _____

Name: (optional) _____

Address: (optional) _____

Telephone: (optional) _____

Requested Records: _____

OFFICE USE ONLY

Request Taken By: _____ Request Number: _____

Date: _____ Time: _____

Records to be available on: _____ Mail: _____ Pick-up: _____

Records provided: _____

Costs: _____ copies _____ search and retrieval

Forward this document to the Warden's Office

CFDFC – Public Records Request Receipt

If you desire to pick-up the records, they will be available on _____ at the Lobby desk. If, after review of your request, the CFDFC determines that the requested records are exempt from disclosure for a reason set forth in the Access to Public Records Act, the CFDFC reserves its right to claim such exemption.

NOTE: If you chose to pick up the records, but did not include identifying information on this form (name, etc.), please inform the Officer at the Lobby desk of the date you made the request, records requested, and request number.

Thank you.