

**OFFICE OF THE CITY CLERK  
ARCHIVES AND RECORDS MANAGEMENT  
CITY OF DETROIT  
PHONE (313) 628-2056  
FAX (313) 224-1466  
EMAIL ADDRESS: [archiverequest@detroitmi.gov](mailto:archiverequest@detroitmi.gov)**

**OFFICE OF THE CITY CLERK – APPOINTMENT & PUBLIC RECORD REQUEST**

**DATE:**

**NAME:**

**ADDRESS:**

**CONTACT:** \_\_\_\_\_ /HOME OR CELL \_\_\_\_\_ /OFFICE

**E-MAIL ADDRESS:**

**RECORD REQUEST  
( FEE: .25 CENTS PER SINGLE-SIDED 8.5 X 11 PAGE)**

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*OR*

**APPOINTMENT TO INSPECT THE RECORDS (NO CHARGE) BY APPOINTMENT ONLY**

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***FOR DEPARTMENTAL USE ONLY:***

***REQUESTED BY:*** \_\_\_\_\_ ***DATE:*** \_\_\_\_\_

***COMPLETED BY:*** \_\_\_\_\_ ***DATE:*** \_\_\_\_\_

***DISPOSITION:***

***COPIES PROVIDE:***     *YES*     *NO*    ***COST: \$*** \_\_\_\_\_

***COMMENTS:***