

# PUBLIC RECORDS CHECKLIST

## REQUEST NAME/NUMBER:

Please complete the following checklist by initialing the appropriate box if you have or are aware of the existence of potentially responsive records or tangible items related to the above identified public records request. Below is a non-exhaustive list. You are responsible for identifying all types of documents responsive to this request.

**Non-electronic:**

**Electronic (location of data):**

Official file material		Email (msg)	
Drafts		Computer file material on C:drive	
Non-official file material		External hard drive (s)	
Notes		Server stored (Drive name)	
Audio/Video recordings		Floppy or CD disks	
Drawings / Photographs		Zip drive disks	
Other materials		DVD disks	
		USB flash drives	
		PDA (Blackberry, Treo, etc.)	
		Privately owned devices (identify)	

**File Types:**

Microsoft Word (.doc or .docx)		Microstation files (.dgn)	
Outlook personal folders (.pst)		File archives (.zip, .tar)	
Excel (.xls)		Image files (.jpg, .tif, .gif, .img, .bmp, .png)	
PowerPoint (.ppt)		Audio files (.mp3, .mp4, .wav, .wma)	
Access (.mdb)		Video files (.avi, .mpg)	
Visio (.vsd)		Other database files (.dbf, .db, .ldf)	
FileMaker Pro (.fp3, .fp5)		Web pages (.html)	
Adobe Acrobat (.pdf)		CAD files	
Text files (.txt, .rft, .htm, .csv)		PDIS files (.psp)	
		OTHER (Please list):	

I have reviewed the above Check List and have made all reasonable efforts to identify records (including electronically stored information) and other potential documents under my custody or control and relating to the public records request named above.

Check the Appropriate Box(es):

- With the technology available to me, I made reasonable efforts to locate and identify all responsive records or other tangible items in my possession or control that I can reasonably determine relate to this Public Records Request, and I have taken steps to preserve these records.
- To the best of my knowledge, I do not possess or control any records or other potential documents responsive to this Public Records Request.
- I have questions concerning how to respond to this Notice. Please contact me as soon as possible at \_\_\_\_\_.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature