



VILLAGE OF PALMETTO BAY
9705 E. HIBISCUS STREET
PALMETTO BAY, FLORIDA 33157
(305) 259-1234 Fax: (305) 259-1290

Approved

Edward Silva, Village Manager

Date

REQUEST FOR PUBLIC RECORDS

Requests are filled in accordance with the provisions of Chapters 119 and 257, Florida Statutes.

DATE: 3-26-18
NAME: Marsha Matson
COMPANY: _____
ADDRESS: _____
PHONE: _____ FAX: _____
EMAIL: x4m2h5@gmail.com

REQUEST (Attach additional page, if necessary): Copies of the following documents:

Provide all names, emails, addresses, and phone numbers of recipients of your Village at Work newsletter.

*Please see attached email request.

FOR USE BY VILLAGE STAFF ONLY TRACKING NO.: 2018-091
DATE FORWARDED: _____ ASSIGNED DEPT: Human Resources/Communications
DATE REQUEST FILLED: _____ NUMBER OF COPIES: _____
ESTIMATED TIME (IF APPLICABLE): _____ ESTIMATED COST: _____
HOW WAS REQUEST FILLED? _____
IF NOT FILLED, REASON: _____
BY: _____

Melissa Dodge

From: Missy Arocha
Sent: Monday, March 26, 2018 3:07 PM
To: Melissa Dodge
Subject: FW: Public records request

Please log and process.



Missy Arocha

Village Clerk
MDCMCA Treasurer

Village of Palmetto Bay

9705 East Hibiscus Street
Palmetto Bay, FL 33157
Phone: (305) 259-1234
www.palmettobay-fl.gov

PLEASE NOTE: Florida has very broad public records laws. Most written communications to or from local officials regarding official business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure.



Please save a tree. Don't print this e-mail unless it's really necessary.

From: Marsha Matson [<mailto:x4m2h5@gmail.com>]
Sent: Monday, March 26, 2018 3:06 PM
To: Missy Arocha
Subject: Public records request

Please provide all names, emails, addresses, and phone numbers of recipients of Your Village at Work newsletter. Marsha Matson