

City of New Orleans
CUSTODIAN'S REQUEST TO AUTHORIZE
OVERTIME TO SATISFY PUBLIC RECORD INSPECTION REQUEST

Department: _____

Brief description of record request:

ATTACH SEPARATE SHEET IF NECESSARY

Why is overtime necessary:

Reviewed: _____
Law Department

Date

Approved: _____
Chief Administrative Officer

Date

Comments:

Note: This request is to be completed immediately upon the custodian's determination that overtime is required.