

**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 OVERTIME IS 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.