

Freedom of Information Act Request

Name: _____ Address: _____

Phone Number: _____ Email Address: _____

Description of Requested Record(s): _____

Please indicate if you wish to inspect the above captioned records or wish to have a copy of them:

Inspection Copy Both

Do you wish to have copies certified? _____

Is this information to be used for a commercial purpose? _____

Pursuant to Section 3.1(c) of the Freedom of Information Act, it is a violation of the Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose.

This request is being made in accordance with the provisions of the Freedom of Information Act, and the undersigned agrees to abide by the Rules and Regulations, and to pay all charges involved with the copying of the documents including postage costs.

Requester's Signature: _____ Date: _____

FOR LIBRARY USE ONLY	
Date Received: _____	Date Response Due: _____
Date and Type of Response:	
Approved on _____; partially approved on _____; denied on _____	