

FREEDOM OF INFORMATION REQUEST

DATE: _____

SUBJECT: _____

RECORDS REQUESTED: _____

By: (Signature Required) _____

IT IS REQUIRED THAT THE RECORDS ACCESS OFFICER PROVIDES THE REQUESTED INFORMATION WITHIN TWENTY BUSINESS DAYS OF THIS REQUEST. IF IT IS NOT PROVIDED, A WRITTEN STATEMENT MUST STATE THE REASON IT IS NOT AVAILABLE. A FEE OF \$.25 PER PAGE IS REQUIRED.

Requestor _____

Address _____

Mail _____ or Pickup _____
