## Freedom of Information Act Record Request Form

Please provide the following to ensure that the Town responds fully and accurately to your request: Mailing Address: Phone Number:\_\_\_\_\_ Email (if applicable):\_\_\_\_\_ Records Requested: Format Requested: \_\_\_\_ On-Site Viewing (no replication) \_\_\_\_ USB Drive Files ------**TOWN USE ONLY** Date of Request:\_\_\_\_\_ Date of Response: Date of Extension Requested and Agreed to: Charges Levied: \$\_\_\_\_\_ Date Paid:\_\_\_\_\_ Completed by: \_\_\_\_\_\_(Town Staff) Approved by: \_\_\_\_\_\_ (Town FOIA Officer)