

Clerk's Office Lucy A. Prouty

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REQUEST FOR RECORDS IN ACCORDANCE WITH THE FREEDOM OF INFORMATION ACT

I am requesting to: Copy \Box Inspect \Box	☐ Certified ☐, the follow	ing public records:
Information Requested:		
Will this information be used for commercial purposes? Yes \Box	No □	
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If paper copies are requested, the charge will be cents per co	py (each side). Certification of d	ocuments is an additional \$N/A.
A response to your request will be made within five working days of	the receipt of this request.	
Please return with a copy of this request on	·	
Requested By:		
Name/Company:		
Address:		
City/State/Zip:	Phone:	
FOR OFFICE USE ONLY		
Date Request Received:		
By:	Sis	gnature
Number of Photocopies: Photocopying Fees:		
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Request Taken:	Date:	Time:
Information Given By:	Date:	Time:
Additional Time Requested By:	Date:	Time:
Denial Sent By:	Date:	Time:
Authorized By:		