

FREEDOM OF INFORMATION ACT FORM

While you are not required to include your name, phone, address or email, if you do not provide either your email address OR your name and mailing address, we will have no way to contact you to provide the requested documents and will be unable to fulfill your request.

Date: _____

Name: _____

Phone: _____

Address: _____

Email: _____

Business Name (if applicable): _____

Is this request for a commercial purpose? Yes No

It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the public body.

Do you request a waiver of the photocopying fee (if more than 50 pages)? Yes No

There is no fee for up to 50 pages of standard paper copies. For more than 50 pages, there is a 15¢ per page charge. If you are requesting that the Library waive any fees for copying the documents, you must attach a statement explaining how your request is in the public interest and does not serve only your personal interest. The waiver is only available for non-commercial requests.

Preferred delivery method:

Email (PDF) In-library viewing Photocopy (pickup at library) Photocopy (mailed)

The Library reserves the right to provide documents in the most appropriate format, given the number and format of the original documents.

Describe in as much detail as possible the records you are requesting (use back if necessary):
