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## REQUEST FOR PUBLIC RECORDS UNDER THE PROVISIONS OF THE FREEDOM OF INFORMATION ACT (F.O.I.A.)

TO: Beckie Harris  
F.O.I.A. Officer

FROM:

\_\_\_\_\_  
Personal/ Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email

DESCRIPTION OF REQUESTED RECORD(S)

I, \_\_\_\_\_, give authorization to redact any dates of birth that are listed in the documents I receive. (Failure to give authorization can create a delay in obtaining your documentation while we wait for approval from the Attorney General's Office to redact this information. Approval from Attorney General's Office will take at least 1 week.)

Please indicate if you wish to inspect the above captioned record(s) or wish a copy of them.

\_\_\_\_\_ inspection      \_\_\_\_\_ copy      \_\_\_\_\_ both

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FOR OFFICE USE ONLY

\_\_\_\_\_  
Date request received

\_\_\_\_\_  
Date response time starts

\_\_\_\_\_  
Date response due

\_\_\_\_\_  
Number of copies involved

\_\_\_\_\_  
Cost/Copy

\$\_\_\_\_\_  
Total Cost

First 50 pages copied at no charge. \$.15/page over 50.  
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\_\_\_\_\_  
Date returned to F.O.I.A. Officer

\_\_\_\_\_  
Person submitting records

\_\_\_\_\_  
Dept./Agency submitting records

**Notations regarding oral communications or other items.**