



FREEDOM OF INFORMATION ACT REQUEST

Information Requested: _____

Name: _____
Last First Middle Initial

Address: _____
Street/Apt # City State Zip

Home Phone: _____ Other Phone: _____ Work Cell

Email: _____

Signature: _____

Document Searches/Staff Time

Email and document searches by keyword or topic, document collection, and redactions will incur charges for staff time at employee or contractor's hourly rate. Any document that contains personal information (social security, tax information, etc) must be redacted.

Documents & Copies

Specific / Identified readily available items will be produced by email at no charge.

- Budget
- Financial Statements
- City Code
- Minutes, Ordinances, Resolutions

(All are also available on our website)

Copy Costs: Any document that must be redacted must be counted as a hard copy, regardless of final delivery format Copies are \$.25/page



Assigned to: _____	Date Assigned: ____ / ____ / ____
Fee: _____	Date Completed: ____ / ____ / ____
Method of Payment: _____	Date Due: ____ / ____ / ____