



STANDARD RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED:

REQUEST SUBMITTED BY:

NAME OF REQUESTOR :

STREET ADDRESS:

CITY/STATE/COUNTY:

TELEPHONE (Optional):

RECORDS REQUESTED:

DO YOU WANT COPIES (\$.25 per page)?

DO YOU WANT TO INSPECT THE RECORDS?

DO YOU WANT CERTIFIED COPIES OF RECORDS?

RIGHT TO KNOW OFFICER: Mr. Joseph Gorham

DATE RECEIVED BY THE AGENCY: _____

AGENCY FIVE (5)-DAY RESPONSE DUE: _____

***Public bodies may fill anonymous verbal or written requests. If the requestor wishes to pursue the relief and remedies provided for in this Act, the request must be in writing. (Section 702.) Written requests need not include an explanation why information is sought or the intended use of the information unless otherwise required by law. (Section 703.)*