

## STANDARD RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED:				
REQUEST SUBMITTED BY:	□ E-MAIL	□ U.S. MAIL	□ FAX	□ IN-PERSON
REQUEST SUBMITTED TO (Agency name & address):				
NAME OF REQUESTER :				
STREET ADDRESS:				
CITY/STATE/COUNTY/ZIP(Req	uired):			
TELEPHONE (Optional):		_ EMAIL (optional)	:	
RECORDS REQUESTED: *Provi Please use additional sheets if		e detail as possible so the	e agency can idel	ntify the information.
DO YOU WANT COPIES?	ES □ NO			
DO YOU WANT TO INSPECT T		□ YES □ NO		
DO YOU WANT CERTIFIED CO	PIES OF RECOR	DS? □ YES □ NO		
DO YOU WANT TO BE NOTIFIE	ED IN ADVANCE	F THE COST EXCEE	DS \$100? 🗆 YE	∃S □ NO
** PLEASE NOTE: <u>RETAIN A COPY</u> OF THIS REQUEST FOR YOUR FILES ** ** IT IS A REQUIRED DOCUMENT IF YOU WOULD NEED TO FILE AN APPEAL **				
FOR AGENCY USE ONLY				
OPEN-RECORDS OFFICER:				
- I have provided notice to enpr	onriota third nartia	a and sivan tham an a	nnartunitu ta ah	signet to this request

I have provided notice to appropriate third parties and given them an opportunity to object to this request

## DATE RECEIVED BY THE AGENCY:

## **AGENCY FIVE (5) BUSINESS 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.)