

**FOIL
REQUEST FOR RECORDS**

Date of Request: _____

Dear Records Access Officer:

I am interested in the following records [include as much detail about the record as possible, such as relevant dates, names, descriptions, etc.]:

If my request is too broad or does not reasonably describe the records, please contact me at the following telephone number: _____ and/or email address: _____ so that I may clarify my request, and when appropriate inform me of the manner in which records are filed, retrieved or generated.

If the requested records cannot be emailed to me due to the volume of records identified in response to my request, please advise me of the actual cost of copying all records onto a CD or floppy disk.

- I wish to have these records emailed to me at the address indicated above.
- I wish to inspect the records prior to obtaining copies.

Name: _____

Email: _____

Phone: _____

Address: _____

City, State, Zip code: _____