

VILLAGE OF PHOENIX

FREEDOM OF INFORMATION REQUEST FORM (FOIL)

TO: Records Access Officer

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ SIGNATURE RAO: \_\_\_\_\_

I HEREBY APPLY TO INSPECT THE FOLLOWING RECORD:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Person Requesting Information: \_\_\_\_\_

Representing (Business or Personal Use): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number(s) : \_\_\_\_\_

\_\_\_\_ Your request has been granted. You will be allowed to see the material on \_\_\_\_\_ between the hours of \_\_\_\_\_ and \_\_\_\_\_. Cost for copies is \$.25 per page.

**DENIED FOR THE REASON(S) CHECKED BELOW**

- \_\_\_\_\_ Confidential disclosure
- \_\_\_\_\_ Unwarranted invasion of personal privacy
- \_\_\_\_\_ Record of which this agency is legal custodian cannot be found
- \_\_\_\_\_ Record is not maintained by this agency
- \_\_\_\_\_ Part of an investigatory file
- \_\_\_\_\_ Exempted by statute other than the Freedom of Information Act
- \_\_\_\_\_ Other: \_\_\_\_\_

Note: Any request routed to another department for further information must be returned to the office of the Village Clerk within five (5) working days.

Applicant's signature \_\_\_\_\_ Date and time \_\_\_\_\_

\*\* NOTE: If your request was denied you have the right to appeal the decision.