

Appendix A Freedom of Information Request Form

VILLAGE OF CHATHAM
WRITTEN REQUEST FOR INSPECTION OR COPYING OF PUBLIC RECORDS

1. Name of person making request: _____

2. Address of person making request: _____

3. Telephone number of person making request: _____

4. Date of Request: _____

(DESCRIBE IN DETAIL BELOW THE PUBLIC RECORDS YOU ARE REQUESTING AND STATE WHETHER YOU WISH TO INSPECT AND/OR COPY SUCH RECORDS. ALSO, PLEASE STATE WHETHER SUCH PUBLIC RECORDS ARE TO BE CERTIFIED.)

5. The Village of Chatham will respond to the above request within seven (7) working days from the above date unless one or more of the reasons for an extension of time provided for in Section 3(d) of the Act are invoked by the Village.

6. Signature of person making the request: _____