

TO: KEEPER OF RECORDS (Board, Commission, Department, Official)

DATE: _____

FROM: _____

TELEPHONE NO. _____

METHOD OF RECEIPT OF REQUEST: _____

PUBLIC INFORMATION BEING REQUESTED (Please specify exact documents in detail)

for office use only

DATE INFORMATION RELEASED _____

FEE CHARGED (if any) _____

SIGNATURE OF RECORD CLERK: _____

INFORMATION GIVEN TO: _____

(ATTACH ALL COPIES OF WRITTEN REQUEST TO THIS FORM.)

IF IN DOUBT AS TO WHETHER THE SUBJECT MATTER IS PUBLIC INFORMATION
CALL TOWN COUNSEL.

1