

**Village of Hanna City
Freedom of Information Request**

Instructions: Requestor should fill out the following request form with as much information as possible. Requestor must date and sign form. A copying fee of \$.50 per page will be charged for any request for copies. There is no fee to inspect requested records, but the inspection must occur during normal office hours (M-F 9am – noon) unless other arrangements are made. Most requests will be completed within 7 business days of the official request. If your request can not be completed, you will be notified as to the reason within 7 business day.

(Please print:)

REQUESTOR'S NAME: _____

BUSINESS NAME (if applicable): _____

REQUESTOR'S ADDRESS (Street Address, City, State,Zip):

REQUESTOR'S TELEPHONE NUMBER: _____

DATE OF REQUEST: _____

REQUESTOR'S SIGNATURE: _____

SPECIFIC DESCRIPTION OF RECORDS REQUESTED:

(Requesting copies at \$.50 per copy _____ Requesting to inspect records _____)

DATE REQUEST FILLED: _____ **FILLED BY:** _____