

City of Farmington  
Freedom of Information Act Request

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Name : \_\_\_\_\_

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

\_\_\_\_\_

PRooe : \_\_\_\_\_

Materials Requested: \_\_\_\_\_

\_\_\_\_\_

Date of Occurrence: \_\_\_\_\_

**PROCEDURE:** Please complete this form and return to the front desk of City Hall. Upon receipt of this request City Hall will respond to you within 3 working days. There is no charge for the request; however there is a \$0.15/page charge for standard copies and a estimated 50% deposit required for all requests. Your request will only be available for 7 days after you have been notified.

**GENERAL:** All public records covered by **FOIA** are open to inspection and copying during regular business hours. Monday — Friday 8:00 am to 5:00 pm.

**QUESTIONS:** Questions may be directed to Jay Moore, City Attorney, at (479)267-3865.

\_\_\_\_\_ date notified

\_\_\_\_\_ FOIA REQUEST LOG NUMBER