



Freedom of Access Act (FOAA) Record Request

Record(s) being requested		
Description of Record(s)	Date span(s) requested	Preferred Format paper or electronic (if available)

Requestor's Information:

Name: _____

Mailing Address: _____

Email address: _____

Phone Number: _____ Date Submitted: _____

Office Use Only

- Request Granted
 Request Denied (written denial attached)

Date: _____ Name: _____