

City of Farmington

Freedom of Information Act Request

Name: _____

Mailing Address: _____

Phone: _____

Email: _____

Materials Requested: _____

Date of Occurrence: _____

PROCEDURE: Please complete this form and return it to the front desk of City Hall. Upon receipt of this request City Hall will respond. 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 4:00 pm.

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

Date Received: _____

FOIA REQUEST LOG NUMBER: _____

Date Requestor Notified of Completion: _____