

FREEDOM OF INFORMATION ACT REQUEST

Date Requested: _____

Name: _____

Address: _____

Telephone Number: _____

Please describe with specificity the document(s) you are requesting. If you are not sufficiently specific, we may not be able to identify the document(s) you request which may delay our response to your request:

You may pick up the report at *The Luther-Newkirk Municipal Hall* or have it mailed to you after review and approval is complete. This can take up to five (5) working days to complete, or such later date as may be extended by law.

_____ Will Pick Up _____ Please Mail

You will be charged the allowable fees and costs under the *Village of Luther's* FOIA Policy, or you need to show documentation showing that you, the requester, are receiving public assistance or other facts showing inability to pay due to indigence. You agree to pay such fees and costs prior to the release of the documents.

I, the requester, am not a party to any civil action against the *Village*, or by the *Village* against myself, and I am not acting on behalf of such a party involving the records I am requesting at this time. If I did not pay the fees and costs prior to the release of the documents, I agree to pay all allowable fees and any collection fees for my failure to pay the allowable fees and costs under **FOIA** within 30 days after the documents are ready or sent to me.

Signature

.....
Department Use Only

No. of Pages _____ Pick Up Cost _____ Mail Cost _____

ATTACHMENT B

FREEDOM OF INFORMATION ACT WORKSHEET

The fees and costs outlined are being provided in response to your written request for a copy of a public record as outlined in the Village of Luther Freedom of Information Act Policy.

DATE THE FOIA REQUEST WAS RECEIVED _____

PUBLIC RECORD(S) REQUESTED _____

Unreasonably high costs to the Village because of _____

1. Total Copying Costs as Itemized Below: \$ _____

_____ Village Owned Copier _____ Commercial Copier

Vendor or Facility Used: _____

Cost per Copy x No. of Copies _____ = \$ _____

Cost per computer disc x No. of Disks _____ = \$ _____