

OPTIONAL FREEDOM OF INFORMATION ACT FORM

(You must make your request in writing, but it need not be on this form)

1) What information are you requesting?

2) How and where would you like to receive the information?

YOU MUST PROVIDE A MAILING ADDRESS, E-MAIL, P.O. BOX ADDRESS, OR FAX NUMBER SO THE PUBLIC BODY MAY COMMUNICATE WITH YOU ABOUT THIS REQUEST IN WRITING, BUT THE REQUEST MAY BE ANONYMOUS.

3) You are required to disclose if this request is for commercial purposes.

Please check all that apply to you, if any:

- | | |
|---|--|
| <input type="radio"/> News Media | <input type="radio"/> Scientific Institution |
| <input type="radio"/> Not-for-Profit-Organization | <input type="radio"/> Academic Institution |

4) A request for commercial purposes is one where the requester seeks to use part of all the public records for sale, resale, or solicitation or advertisement for sales or services. Please state which of these purposes you have in seeking the request, if any:

A request by the news media, not-for-profit organizations, scientific or academic institutions are not considered commercial information requests

IT IS A VIOLATION OF THE FREEDOM OF INFORMATION ACT FOR A PERSON TO KNOWINGLY OBTAIN A PUBLIC RECORD FOR A COMMERCIAL PURPOSE WITHOUT DISCLOSING THAT IT IS FOR A COMMERCIAL PURPOSE IF REQUESTED TO DO SO BY THE PUBLIC BODY.

OPTIONAL

Name and/or Phone Number of Requester

FOIA REQUEST RECEIVED BY: _____ DATE _____ TIME _____

REQUEST RECEIVED BY FOIA OFFICER _____ DATE _____ TIME _____