

Freedom of Information Request



Date: _____

Requestor's Name: _____

Requestor's Phone: _____ Fax: _____ Requestor's email: _____

Documents Requested: _____

Environmental Requests:

GPIN/Tax Map Number of Property: _____

Property Address and City: _____

Acreage of Property: _____

Approximate Age of Residence: _____

Name of Establishment (if applicable): _____

For Office Use Only: Action taken: (Check all that apply)

- Requested records will be provided.
- Records requested are considered confidential under FOIA guidelines and therefore are exempt from public disclosure.
- A portion of the request is exempt from public disclosure and will be omitted from the release.
- We are unable to provide the information requested within five (5) working days and have notified the customer. Under FOIA guidelines, government agencies are granted seven (7) additional working days to fulfill the request.
- The records requested do not exist.

FEES: Are entered into the web-vision system using the following entry codes.

Description of Procedure	Data Entry Code	Qty	Total
First 50 copies (.50 cents each)	PAGE		
51 st copy plus (.25 cents each)	PAGE50		
Mailing Fee	LDMRFEE		
OSS time for search	LDMRFEE		
EHSS/PHN time for records search	LDMRFEE x 2		
Manager's time for records search	LDMRFEE x 3		

Explanation of charges:

Copies are charged at fifty cents for the first fifty copies and twenty-five cents, thereafter. Records search fees are multiplied by the actual time (in hour increments) times one for OSS time, multiplied by two for EHSS and PHN time and multiplied by three for Manager's time. (Example: An EHSS spends 3 hours searching, copying and discussing file content with customer: the total hours billed will be 6 hours, 3 hours times 2=6) Mailing fees are charged only if copies are mailed. If copies are to be mailed and research time is less than one hour, a ten dollar mailing fee will be applied and not a research fee.

Processed By: _____ Date: _____