

**RECORD/INFORMATION/RIGHT TO KNOW/REQUEST FORM**

Date Received: \_\_\_\_\_

Received By: \_\_\_\_\_

Routed To: \_\_\_\_\_

Five (5) Day Response Due: \_\_\_\_\_

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

DESCRIPTION OF RECORD/INFORMATION (For more space, continue on back)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DO YOU WANT COPIES? YES or NO

DO YOU WANT TO INSPECT THE RECORDS? YES or NO

INSTRUCTIONS: PICK-UP FAX MAIL EMAIL

SIGNATURE: \_\_\_\_\_

For Office Use Only:

DATE REQUEST FULFILLED \_\_\_\_\_

INITIALS OF STAFF MEMBER \_\_\_\_\_

Copies \_\_\_\_\_ Postage \_\_\_\_\_

TOTAL COST \_\_\_\_\_

DATE INFORMATION: Picked Up \_\_\_\_\_ Faxed \_\_\_\_\_ Mailed \_\_\_\_\_ E-Mailed \_\_\_\_\_

RIGHT TO KNOW OFFICER: **TERRY FEDORCHAK, TOWNSHIP MANAGER**