



# FOIA RECORDS REQUEST

PLEASE PRINT

NAME: \_\_\_\_\_ DATE REQUESTED: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE#: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_ CELL#: \_\_\_\_\_

AGENCY, FIRM OR ORGANIZATION: \_\_\_\_\_

ADDRESS (IF DIFFERENT): \_\_\_\_\_ WORK#: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

IF ATTORNEY OR AGENT, PLEASE IDENTIFY CLIENT: \_\_\_\_\_

INFORMATION REQUESTED (ATTACHED ADDITIONAL DESCRIPTION, IF REQUIRED)

REQUESTED DELIVERY: U.S. MAIL  E-MAIL  FAX  PICKUP

SIGNATURE OF PERSON MAKING REQUEST: \_\_\_\_\_

OFFICE USE ONLY

RECEIVING DEPARTMENT/EMPLOYEE: \_\_\_\_\_ DATE REQUEST RECEIVED: \_\_\_\_\_

FOIA RESPONSE DUE: \_\_\_\_\_ (15 WORKING DAYS FROM DATE OF RECEIPT)

DATE INFORMATION WAS SENT VIA THE REQUEST DELIVERY METHOD LISTED ABOVE: \_\_\_\_\_

CITY OF WOODRUFF  
ADMINISTRATIVE FEES

MINUTES/HOURS	X RATE	COST
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SEARCH/RETRIEVAL TIME		\$20/HOUR
ALL FAX TRANSMITTED RECORDS		\$5 PLUS .25 PER PAGE
POSTAGE/SHIPPING	FEDEX / UPS / USPS	
COPIES	NUMBER OF PAGE(S)	UNIT PRICE
Paper records/standard reports		0.25/page
Audio/Video Cassette/CD Copies		\$10/each
CD records/standard reports		\$10/each
Standard maps/plots up to 11" x 17"		\$.50/each
Standard maps/plots up to 11" x 17"		\$5.00/each

TOTAL COST

DATE PAID \_\_\_\_\_ CASH/CHECK/CREDIT CARD \_\_\_\_\_ RECEIVED BY \_\_\_\_\_