

**City of Farmington
Freedom of Information Act Request**

Name: _____

Mailing Address: _____

Phone: _____

Materials Requested: _____

Date of Occurrence: _____

PROCEDURE: Please complete this form and return to the front desk of City Hall. Upon receipt of this request City Hall will respond to you within 3 working days. There is no charge for the request, however there is a \$0.15/page charge for standard copies and a estimated 50% deposit required for all requests. Your request will only be available for 7 days after you have been notified.

GENERAL: All public records covered by FOIA are open to inspection and copying during regular business hours. Monday – Friday 8:00 am to 5:00 pm.

QUESTIONS: Questions may be directed to Melissa McCarville, City Business Manager, at 267-3865 or Steve Tennant, City Attorney, at 267-2060.

date notified

FOIA REQUEST LOG NUMBER