

VILLAGE OF HOLLY
FREEDOM OF INFORMATION REQUEST

REQUESTOR INFORMATION

Date: _____

Name (Last, First, Middle) _____

Address _____

City, State, Zip _____

Home/Cell: _____ Email: _____

INFORMATION NEEDED TO SEARCH FOR RECORDS

Identify the documents, records or information you are searching for. Be as specific as possible.

Under the Freedom of Information Act, I am requesting the following documents for:

☐

Review (Appointment Required)

☐

Obtain a Copy

Fees charged pursuant to Section V. Fees of the Village of Holly Freedom of Information Policy. I understand that I will be contacted if fees exceed \$50.00. A deposit will be required prior the request.

By my signature, I consent to pay all costs incurred for search, duplication and review of materials up to \$50.00

Signature

Date

OFFICE USE ONLY

FORWARDED TO DEPT FOR SEARCH:

☐

Clerk

☐

Building

☐

Police

☐

Fire

☐

DPW

RETURNED ON: _____

DISPOSITION: _____

Clerk/Treasurer, FOIA Coordinator