

REQUEST FOR PUBLIC RECORDS UNDER THE PROVISIONS OF THE FREEDOM OF INFORMATION ACT (F.O.I.A)

VILLAGE OF PHOENIX
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Terry R. Wells, Mayor

TO: PATRICIA HARRIS, F.O.I.A. OFFICER

FROM: _____
Personal/Company Name

Delivery: Pick up USPS
Email (Select One)

Address

Email Address

City, State, Zip Code

Phone Number

DESCRIPTION OF REQUESTS/RECORDS:

I, _____, give permission to redact any dates of birth, social security numbers, and employee personal information that are listed in the documents I receive (Failure to grant permission will create a delay in completing your request pending the approval from the Attorney General's Office to redact information).

FOR OFFICE USE ONLY

DATE RECEIVED _____

RESPONSE DUE DATE _____

DEPARTMENT HANDLING REQUEST _____

VOLUME OF REQUEST _____

COST PER COPY \$ _____ **TOTAL COST \$** _____

DATE COMPLETED _____

COMMENTS: _____