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
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 larger than 11" x 17"		$5.00/each	

		TOTAL COST	

DATE PAID _____ CASH/CHECK/CREDIT CARD_____ RECEIVED BY_____