

**(DRAFT)**  
**Town of Sherman**  
**Freedom of Information Request Form**

*\*\* Note to Requestor: Retain a copy of this for your files.*

Date Requested: \_\_\_\_\_

Request submitted by:     E-mail     U.S. Mail     Fax     In Person

Name of Requestor: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone (optional): \_\_\_\_\_

E-mail (optional): \_\_\_\_\_

Records Requested: *\*Provide as much specific detail as possible so the public body can identify the information that you are seeking. You may attach additional pages if necessary:*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you want copies of the documents/records? YES or NO  
--Do you want Electronic Copies or Paper Copies? \_\_\_\_\_

Fees: there will be a fee of \$1 per page for each document copied.

If the requested documents/records involve a search on the part of any employee of the Town, the current hourly rate for town employees will be applied with a 2 hour minimum. Please allow 30 to 60 days for delivery.