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Freedom of Access Act Record Request

RECORD REQUEST INFORMATION

Description of Record(s)	Date Range of Record	Format of Record Paper or Electronic (if available)

Requestor's Information:

Name: _____

Mailing Address: _____

Email: _____ Phone #: _____

Date Submitted: _____

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Office Use Only

Request Granted

Request Denied (written denial attached)

Date: _____ Name: _____