

FOIA Request Form
West Branch District Library Records

Name of Requestor:

Date:

Address:

City, State, Zip:

Phone number:

Email address:

Time frame within which requestor would like a response:

Documents Requested (please be specific):

Requestor Signature:

Due to the time and effort involved in research and responding to a FOIA request, the following fees may be charged to the Requestor:

\$.10/page for copies

\$8.15/hour for researching/preparing requested materials

Other costs incurred will be billed at actual rate (see Detailed Cost Itemization sheet)

The Requestor will be notified of applicable charges.

*West Branch District Library
Drafted May 27, 2015
Approved June 1, 2015*