

**TOWN OF PLAINVILLE**  
**Freedom of Information Request Form**

The Town of Plainville requests that each individual seeking copies of public documents covered under the Freedom of Information Act complete this form. Requests to simply view public documents do not require the use of this form (an appointment may be necessary).

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

Name: \_\_\_\_\_

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

Phone: (Day) \_\_\_\_\_  
(Eve) \_\_\_\_\_

Description of Information Requested (i.e., name of documents, inclusive dates):

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**FOR OFFICE USE ONLY:**

Date Received: \_\_\_\_\_

Date Completed: \_\_\_\_\_

Referred To: \_\_\_\_\_

Special Requirements (e.g., transcription costs, computer generated files):

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Total Costs Related to Request: \$ \_\_\_\_\_

cc: Town Clerk  
Town Manager