

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).

Name: _____

Date: _____

Address: _____

Phone: (Day) _____

(Eve) _____

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

FOR OFFICE USE ONLY:

Date Received: _____

Date Completed: _____

Referred To: _____

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

Total Costs Related to Request: \$ _____

cc: Town Clerk
Town Manager