

Notice of Intent to Examine Public Records  
and  
Request for Information

T0: The RMO

PLEASE TAKE NOTICE, that on the day specified (during your regular business hours, and subject to the rules of your agency) I intend to examine, with the privilege of copying, the particular records indicated below:

I CERTIFY that the only purpose of the examination is to gather information and that it will not be used for any private, commercial, fund raising or other purpose.

FREEDOM OF INFORMATION LAW  
TOWN OF WARRENSBURG

\_\_\_\_\_  
Date Request Made

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

Document(s) Requested:

\_\_\_\_\_  
Signature

Note: Within five business days of the receipt of a written request for a record reasonably described, the Agency involved must make the record available, deny access in writing giving reason for denial, or furnish a written acknowledgement of the receipt of the request and a statement of the approximate date when the request will be granted or denied (Section 89-3 Freedom of Information). Unless a different fee is prescribed by law, the charge is \$0.25 (twenty five cents) per copy up to 9 x 14 inches (Section 87 Freedom of Information).

Please specify in particular what part of subject matter if requesting minutes.