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## FREEDOM OF INFORMATION REQUEST

DOCUMENTS  
REQUESTED \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

DATE OF REQUEST \_\_\_\_\_ CASE # \_\_\_\_\_

CITY EMPLOYEE WHO RECEIVED REQUEST \_\_\_\_\_ DATE RECEIVED \_\_\_\_\_

COMMERCIAL  NON-COMMERCIAL

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ CELL \_\_\_\_\_

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### RESPONSE TO REQUEST

DATE REQUESTED DOCUMENTS PROVIDED TO FOIA OFFICER \_\_\_\_\_

DATE FOIA OFFICER RELEASED DOCUMENTS TO REQUESTOR \_\_\_\_\_

REASON FOIA OFFICER DID NOT RELEASE DOCUMENTS \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

DATE DENIED \_\_\_\_\_