

# TOWN OF Litchfield

2400 Hallowell Road Litchfield ME. 04350

207-268-4721

## Request for Information

*All Freedom of Information Requests should be in writing, either on this form or other suitable legible written format. A full contact name, address, and phone should be included. AN requests shall be sent to the attention of the Town Manager/FOAA agent \*Please note there may be a reasonable fee charged for copying and research.*

Request Made By: _____
Date : _____
Items: _____
: _____
_____
_____
_____
_____
_____
How can the Town Office/FOAA agent contact you with our response?
Signature: _____

Date request received by Town Office: \_\_\_\_\_

Received by (Name of Employee): \_\_\_\_\_

Date of Reply: \_\_\_\_\_

Costs of Photocopying (\$0.50/page): _____
Cost of Staff Time (\$15 per hour) _____
Payment Received: yes / no

We request that you put your request in writing for clarification purposes only. It is not required by law to do so, nor are you required to give your name and address.

—FOAA agent-John Upham—.