The Town provides this form to manage the public records request process more efficiently. A written request is required to obtain any information from the Town Hall. We will NOT release any information that does not comply with the Freedom of Information Act (FOIA). A copy of this Act is available upon request.

**Requestor’s Information**

Name: ____________________________________________

Address: ________________________________________

______________________________________________________________________________________

______________________________________________________________________________________

______________________________________________________________________________________

______________________________________________________________________________________

Telephone Number: _______________ Fax Number: _______________

Date of Request: __________________________________________

**Record Request:** Please provide a clear and detailed description of the record you are requesting.

______________________________________________________________________________________

______________________________________________________________________________________

______________________________________________________________________________________

______________________________________________________________________________________

**Fees and Payment:**

You will be charged a copying fee of $0.50 per page. You may make the payment by cash, check or money order. Checks and money orders should be made payable to the Town of Blades. When the request has been fulfilled, you may pick up the information at the Town Hall we can mail or fax it to you. If you choose to receive your information via mail, you will be responsible for any postage charges. NO charge for emailing files.

**Payment and delivery options:** Please check one of the following.

- [ ] Cash
- [ ] Check
- [ ] Money Order
- [ ] Mail
- [ ] Fax
- [ ] Will pick up
- [ ] Email
The Requestor hereby acknowledges submission of a detailed request for public record to the Town Hall. The Requestor further certifies that he/she has not been convicted of any indictable offense under any state or federal law and is not seeking government records containing personal information pertaining to the victim or a crime or the victim’s family.

Requestor’s Name (Please print)

Requestor’s Signature ___________________________ Date __________

FOR OFFICE USE ONLY

Request was received by: _______ Mail _______ Fax _______ Email _______ Office Delivery

Date Received: _____________________________

Date of Response: ___________________________

Request was: _______ Fulfilled _______ Denied

Reason for denial: ______________________________________________________

_______________________________________________________________

Requestor received Copy of Record on: ______________________________

Requestor was advised of denial of request on: _________________________

_______________________________________________________________

Administrative Signature ___________________________ Date __________
The Freedom of Information Act (FOIA) does not cover the following information:

1. Personal, medical or pupil files
2. Trade secrets and commercial or financial information
3. Investigatory files
4. Criminal files and criminal records
5. Intelligence files
6. Records specifically exempt by statute or common law
   A. Federal statutes and regulations
   B. State statues and regulations
   C. Constitutional exemptions
   D. Common law privileges
7. Charitable contributions
8. Labor negotiations
9. Pending or potential litigation
10. Record of discussions held in executive session
11. Persons with a permit to carry a concealed deadly weapon
12. Public library users
13. Department of Corrections records
14. Investigative files maintained by the Violent Crimes Compensation Board
15. Visual or audio recordings of postmortem examinations on the Office of Chief Medical Examiner
16. Certain records that if released could jeopardize security of State facilities or of its political subdivisions, or could facilitate the planning of a terrorist attack, or could endanger the life or physical safety of an individual.