

TOWN OF ANDOVER

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. All requests shall be sent to the attention of the Public Information Officer. Please note there may be a reasonable fee charged for copying and research.

Request Made By: _____

Date of Request: _____

Information Requested: _____

How can the Town Office contact you with our response? _____

Signature: _____

Date request received by the Town Office: _____

Received by (Name of Employee): _____

Date of Reply: _____

Costs of Photocopying (\$0. ____ per page): _____

Cost of Staff Time (at hourly rate): _____

Payment Received: _____

*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.

Public Information Officer