

**VILLAGE OF TWIN LAKES**  
**FREEDOM OF INFORMATION/OPEN RECORD REQUEST**  
**REQUEST FOR ACCESS TO PUBLIC RECORDS**

**TO:** \_\_\_\_\_  
**FOI OFFICER**

**FROM:** \_\_\_\_\_  
**NAME**

\_\_\_\_\_  
**DEPARTMENT**

\_\_\_\_\_  
**ADDRESS**

\_\_\_\_\_  
**ADDRESS**

\_\_\_\_\_  
**PHONE NUMBER**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**DATE**

**DESCRIPTION OF REQUESTED RECORD(S):**

Please indicate if you wish to inspect the above captioned records or wish a copy of them:

\_\_\_\_\_ Inspection    \_\_\_\_\_ Copy    \_\_\_\_\_ Both

Do you wish to have copies certified? \_\_\_\_\_

I am not seeking the above captioned records for the purpose of furthering a commercial enterprise.

\_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_  
For Office Use Only

\_\_\_\_\_  
Date Received

\_\_\_\_\_  
Date Response Due

Records Made Available \_\_\_\_\_

Copies Made: \_\_\_\_\_ Yes \_\_\_\_\_ No

Request Denied: \_\_\_\_\_ Why \_\_\_\_\_

How Many? \_\_\_\_\_

Fee \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_