

**CITY OF CANTON
FREEDOM OF INFORMATION REQUEST**

The Freedom of Information Act is an act in relation to access of public records and documents.

The Act allows five (5) business days, excluding weekends and holidays, to comply with your request. An additional 7 days may be required if the request requires extensive search or does not specify the records by date and location. You will be notified by mail as to whether your request was approved or denied. If denied, the reason for denial will be included in your letter. If approved, your letter will indicate when and where your copy will be made available and the fee for copies which is payable upon receipt of documents.

The first fifty (50) pages of your response are free, and any additional pages are charged at \$.15 per page.

To assist a search pertaining to your request and help us determine your right to access, please complete the information requested below.

Requestor's Name: _____ Phone number: _____

Address: _____

INFORMATION REQUESTED

Record Type: _____ Record Date: _____

Other Information: _____

Requestor's Signature

Date of Request