

## Town of Caroline Public Information Request Form

*Check one of the following options that pertain to your record request:*

Please email the following records if possible:

*[include as much detail about the records as possible, such as relevant dates, names, description, etc.]*

Please advise me of the appropriate time during normal business hours for inspecting the following records prior to obtaining copies:

*[include as much detail about the records as possible, such as relevant dates, names, description, etc.]*

Please inform me of the cost of providing paper copies of the following records:

*[include as much detail about the records as possible, including relevant dates, names, descriptions, etc.].*

If all the requested records cannot be emailed to me, please inform me by email of the portions that can be emailed and advise me of the cost for reproducing the remainder of the records requested.

If the requested records cannot be emailed to me due to the volume of records identified in response to my request, please advise me of the actual cost of copying all records onto a floppy disk or CD.

If my request is too broad or does not reasonably describe the records, please contact me via email so that I may clarify my request, and when appropriate, inform me of the manner in which records are filed, retrieved, or generated..

If it is necessary to modify my request, and an email response is not preferred, please contact me at the following telephone number: \_\_\_\_\_

*If, for any reason, any portion of this request is denied, we will inform you of the reasons for the denial in writing and provide the name, address, and email address of the person or body to whom an appeal should be directed.*

Please provide your contact information:

**Name** \_\_\_\_\_

**Street Address** \_\_\_\_\_

**City** \_\_\_\_\_

**State/Province** \_\_\_\_\_

**Zip/Postal Code** \_\_\_\_\_

**E-mail** \_\_\_\_\_