

**TOWN OF CHESTER
RECORDS REQUEST FORM**

In accordance with Section 89.3 of the **Freedom of Information Law**, response to a written request for a record reasonably described shall be made available within five (5) business days of receipt.

All research must be conducted on the premises. Records not in excess of 9 x 14 may be photocopied for a fee of \$.25 per copy.

DATE:
PHOTOCOPIES REQUESTED: <input type="checkbox"/> YES <input type="checkbox"/> NO
RECORDS:
PURPOSE OF REQUEST:

REQUESTED BY:
TELEPHONE NUMBER:
ADDRESS:

DATE RECEIVED:	DATE COMPILED:	PREPARED BY:
DATE REQUESTOR NOTIFIED:	DATE INFO RELEASED:	RELEASED BY: