

**VILLAGE OF ONEKAMA**  
**DISCLOSURE OF PUBLIC RECORDS**  
**FOIA REQUEST**

DATE OF REQUEST \_\_\_\_\_

REQUESTED BY:

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TELEPHONE: \_\_\_\_\_

DESCRIPTION OF PUBLIC RECORDS REQUESTED:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**NOTE: THE FEE FOR FOIA MATERIALS IS \$.35 PER SHEET.PLUS TIME IN PREPARATION. FEE MUST BE PAID IN ADVANCE OF RECEIVING REQUESTED INFORMATION. FOIA REQUESTS WILL BE RESPONDED TO WITHIN 20 BUSINESS DAYS.**

Ruth Hudson, Clerk  
FOIA Coordinator