



# TOWN OF ROMULUS

## Freedom of Information Law (FOIL) Request

Please provide as much information as you can about the records you are seeking, including dates, titles of documents, names, file designations, or any other information that will help the records access officer locate the correct records. All fields marked \* are required for a successful submission.

\* Records Requested From (Department):

\* Records Requested By:

Title:

\* First and Last Name:

Organization/Affiliation:

\* Address Line 1:

Address Line 2:

\* City:

\* State/Province:

\* Zip/Postal Code:

\* Phone Number (including Area Code):

Email:

\* Short title of requested records (information provided here helps us easily identify and categorize your request.):

\* FOIL Request/Description of records sought (Please provide a clear description of the record(s) sought. Personal, private, sensitive, financial, medical, or health-related information should not be put into this area and should instead be listed in a separate document.):



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Please attach document(s) in support of your FOIL request (if any). We accept common file types such as: documents, PDFs, spreadsheets, images, etc.

\* Requested Response Format (select all that apply):

- Email (email address required above)  
 Paper (mailing address required above)  
 Personal Inspection (appointment required)

If fees apply, please contact me if costs will be greater than: \$

I understand that I will be notified if the fees exceed this amount prior to my request being filled.

Additional Information (optional)

I am requesting this information for the following reason (may select more than one):

- I am an individual seeking information for personal use
- I am affiliated with an educational or non-commercial scientific institution, and this request is made for a scholarly or scientific purpose
- I am a representative of, or affiliated with, the news media and this request is made as part of a news gathering effort
- I am affiliated with a private corporation and am seeking information for use in the company's business for commercial purpose
- I am affiliated with a private corporation and am seeking information for use in the company's business for non-commercial purpose