



**City of Clinton
Building & Neighborhood Services Department
Freedom of Information Act Request Form**

This is a request under the Freedom of Information Act, 5 U.S.C. Sec. 552.

Date of request: _____.

I request that a copy of the following documents _____
_____.

be provided to me: _____.

It is the policy of the City of Clinton Community Development Department that all copies of files will be assessed a fee of ten (10) cents per page to recover the cost of these copies.

City staff has ten (10) working days to produce the information requested.

- I request that the fees for these documents be waived, because:

- This is a governmental organization. (Municipal, State, Federal)
- This is a non profit or community service organization.
- I am the owner of the property of which these documents pertain.

To properly process this request, please fill out the following information:

Name

Address

City, State, Zip Code

Telephone Number [optional]

(The phone number will be required if you want someone to call you when the requested documents are ready)

Administrative Use Only		
Forward to:		
_____ City Attorney	_____ Human Resources	_____ Building & Neighborhood Services Official
_____ City Administration	_____ Comm. Dev. Director	_____ Other _____
Date Request Completed _____		