

**VILLAGE OF NEWARK**  
**REQUEST FOR RECORDS UNDER THE FREEDOM OF INFORMATION ACT**

Commercial Request means the use of any part of a public record in any form for sale, resale, or solicitation or advertisement for sales or services.

Is this a Commercial Request?  Yes  No

Name of Requester: \_\_\_\_\_

Request is made on behalf of (self or name of business/organization): \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

In order to expedite the search for records, please describe as accurately and specifically as possible the records you are requesting.

**Description of Records Requested:**

**Request is Made:**

To inspect the records described above.

For a paper / email copy of the records described above. (Size limit on email is 10 MB)

\_\_\_\_\_  
Signature of person making this request

\_\_\_\_\_  
Date of Request

For Noncommercial Requests, the Village of Newark will respond to this request within five (5) working days after the receipt of request.

For Commercial Requests, the Village of Newark will respond to this request within 21 working days after the receipt of request.

A fee to cover the cost of copying records, but not to include the cost of an employee's time to research and copy the records will be charged.

**Village of Newark**  
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