



Number: _____

REQUEST FOR ACCESS TO PUBLIC RECORDS

Date: _____

Name: _____

Address: _____

Company: _____

Phone: _____ (h) _____ (cell)

_____ (w)

Documents Requested: _____

The Town of Washington Grove must reply within 10 days if this request for information will take up to 30 days to accomplish. The Public Information Act requires a response within 30 days of receipt of the request, unless additional time is needed by the Town and granted by the applicant.

Applicant

Mayor

