

CONSIDER THIS DOCUMENT YOUR WRITTEN ACKNOWLEDGEMENT  
RECEIPT FOR YOUR REQUEST FOR RECORDS

**DATE OF REQUEST** \_\_\_ / \_\_\_ / \_\_\_

**TOWN OF THOMPSON  
FREEDOM OF INFORMATION REQUEST  
RECORDS/DOCUMENTS REQUESTED**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PETITIONER**

**NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**PHONE** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

In accordance with the provisions of the Freedom of Information Law, I hereby request to review or obtain copies of the following records or documents. I understand that there maybe a charge for this information.

**ACKNOWLEDGEMENT**

**ACCESS DENIED (REASON)** \_\_\_\_\_

**RECORDS/DOCUMENTS MADE AVAILABLE OR VIEWED**

**DUE TO LIMITED STAFF AND INCREASED WORKLOAD  
RECORDS/DOCUMENTS WILL BE AVAILABLE** \_\_\_ / \_\_\_ / \_\_\_

**REQUESTED INFORMATION ELECTRONICALLY STORED AND  
MAY BE VIEWED @** \_\_\_\_\_

**Department Head**  
**SIGNATURE** \_\_\_\_\_ **Date** \_\_\_ / \_\_\_ / \_\_\_

**Freedom of Information**  
**Officer SIGNATURE** \_\_\_\_\_ **Date** \_\_\_ / \_\_\_ / \_\_\_