

CHATHAM FIRE PROTECTION DISTRICT

FREEDOM OF INFORMATION ACT RECORDS PROCESSING FORM

Name of Requesting Party: \_\_\_\_\_

Address of Requesting Party: \_\_\_\_\_

Other Contact Information: \_\_\_\_\_

Material Requested: \_\_\_\_\_

\_\_\_\_\_

Date Request Received: \_\_\_\_\_

Required Response Date:

Noncommercial \_\_\_\_\_ (5 Business Days)

Commercial \_\_\_\_\_ (21 Business Days)

Date Request Granted: \_\_\_\_\_

Date of Inspection: \_\_\_\_\_

Date Request Denied: \_\_\_\_\_

Reason For Denial: \_\_\_\_\_

Denial Communicated  
With Reason for Denial: \_\_\_\_\_

Date Copies Provided: \_\_\_\_\_

Charge for Copies: \_\_\_\_\_  
(First 50 Pages are free)

Person Responsible for Processing Request:

\_\_\_\_\_ (Signature)

\_\_\_\_\_ (Printed Name) Date: \_\_\_\_\_