

**SUGAR GROVE FIRE PROTECTION DISTRICT
FREEDOM OF INFORMATION ACT
WRITTEN REQUEST FOR RECORDS**

Dear Fire Chief (or designee):

(I), (We), are hereby requesting that (I) (We)

_____ inspect the following records at the Sugar Grove Fire Protection District's
Administrative Office.

_____ receive copies of the following records from the Sugar Grove Fire
Protection District.

(Please be specific in listing records.)

Will the records received or requested or the information derived thereof be used in any
form of sale, resale, or solicitation or advertisement for sales or services?

_____ Yes

_____ No

I understand that if I request that the records be copied, I may be charged a fee due in full before
the copies are made.

Signature(s) of Requester(s)

Date of Request

(For office use only)

Date Request Received: _____

Signature: _____

Date Response Due: _____