



You are requested to provide me with the following records:
(Please describe fully the records being requested.)

Prior to receipt of such records, I agree to pay the fees required for copies pursuant to the resolution of the Board of Trustees of the Village of Newark Adopted March 21, 1978.

Dated: _____ Printed Name: _____

Signature: _____

Address: _____

Telephone: _____

Email: _____

Acknowledged by Village of Newark

Clerk/Treasurer

Date: _____

Date of **delivery** of requested records or
date of **decision on availability** of records: Disposition of record availability:
Approved _____ Denied _____

Anticipated date that records will be available: _____

Date records delivered: _____

Signature of person receiving records: _____