

VILLAGE OF WESLEY HILLS

**RECORDS REQUEST FORM**  
FREEDOM OF INFORMATION LAW (FOIL)

TO: \_\_\_\_\_ DEPARTMENT

I, \_\_\_\_\_ hereby request  
the following papers, data or file for inspection.

FILE #: \_\_\_\_\_  
or  
NAME/ADDRESS: \_\_\_\_\_

SUBJECT MATTER: \_\_\_\_\_

PAPERS REQUESTED:

DATE OF REQUEST: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

***Note:** FILES MUST BE INSPECTED IN PRESENCE OF THE DEPARTMENT  
HEAD RESPONSIBLE FOR THEIR CONTENTS OR HIS/HER DESIGNATED  
REPRESENTATIVE. FILES MAY NOT BE REMOVED FROM THE OFFICE  
HAVING CUSTODY.*

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Department Info:

Request Received: \_\_\_\_\_ Time: \_\_\_\_\_  
File Delivered: \_\_\_\_\_ Time: \_\_\_\_\_

Request received by: \_\_\_\_\_

Inspection Monitored by: \_\_\_\_\_

Papers returned to file by: \_\_\_\_\_

**NOTE:** Request records should be made part of the subject file. Separate request form is required for each separate file from which documents have been requested.