

# Request for Savoy Public Records

To: \_\_\_\_\_ Title: \_\_\_\_\_

Town Department: \_\_\_\_\_

(Please note: Some Departments/Officials require compensation for time spent on project .)

Request: *(Information desired\*)*.

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*\*PLEASE NOTE: Not all information is available to everyone. Confidential records are not open to the public.*

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TEL. NO. \_\_\_\_\_ e mail: \_\_\_\_\_

*Copies of documents are .50 per page.  
Copies of written responses will be given to town departments and/or officials mentioned in the request.*