



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

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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: \_\_\_\_\_ Signature \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Acknowledged by Village of Newark

\_\_\_\_\_  
Clerk/Treasurer

Date: \_\_\_\_\_ 20 \_\_\_\_

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: \_\_\_\_\_ 20 \_\_\_\_

Date records delivered: \_\_\_\_\_ 20 \_\_\_\_

Signature of person receiving records: \_\_\_\_\_