

REQUEST FOR INFORMATION

The Arkansas Freedom of Information Act (AFOIA) says the FOIA applies to any governmental agency, or other agency supported by public funds or expending public funds, public officers and employees. A public record is any writing, recorded sound, film, tape or data compilation in any form; all records maintained in a public office or by public employees as part of their duties. Records may be inspected immediately upon request, unless in use or storage; within three (3) working days or the request if in use or storage; only during normal business hours.

FOI copy charges for records obtained from the City of Eureka Springs:

paper copies 25 cents per page

audio copies \$5.00 per cassette recording

video copies \$10.00 for first VHS recording, \$7.00 for each additional recording per request

Date _____

Name _____

Address _____

City _____ State _____ Zip Code _____

Telephone _____

Information Requested _____

Information Provided: Yes _____ No _____

Request filled by _____

Date Requestor Notified _____

Date Information mailed or picked up _____

If information was not provided, why not _____

Charges _____