



## Request for Public Records

Reference Board Policy 1-83

Control Number \_\_\_\_\_

Name of Requestor	Date Requested	Date Required	
Address		Telephone Number	
Representing (If Applicable):			
Review Records Only? Yes      No	Copy(s) Requested Yes      No	No. of Copy(s)	Charge for Copy(s)
Nature of Request (please be as specific as possible in defining the records requested):			
I acknowledge that by releasing this record(s) to me, Ben Franklin Transit does not thereby give me authority to use it to compile any data for commercial purposes.			
Requestor's Signature: _____		Date: _____	
Request Granted: Yes _____ No _____		Date: _____	
Request Denied for the following reason(s):			
Director of Administrative Services:		Date:	