



**Request for Public Records**  
Reference Board Policy 1-83

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

<b>Name of Requester</b>	<b>Date requested</b>	<b>Date required</b>
<b>Address</b>	<b>City, State, Zip</b>	
<b>Best contact phone number(s):</b>	<b>Email address:</b>	
<b>Company or whom representing (if applicable):</b>	<b>Requester Category:</b>	
<b>Type of record:</b>		
<b>Describe the record(s) requested (please be as specific as possible in defining the records requested):</b>		
<b>Preferred method to receive records:</b>	<b>Copies Requested:</b>  Yes      No <i>How many</i>	<b>Charge for copy or copies:</b>  \$ <i>Admin Use Only</i>
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.		
<b>Requester's Signature:</b> _____		<b>Date:</b> _____
<b>Request Granted:</b> Yes                      No <b>Date:</b> _____		
<b>Request Denied for the following reason(s):</b>		
<b>Chief Finance Officer:</b> _____		<b>Date:</b> _____
<b>General Manager:</b> _____		<b>Date:</b> _____