



Request for Public Records

Reference Board Policy 1-83

Control Number: _____

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