

TOWN OF GRANVILLE
4157 VT Route 100
P O Box 88
Granville, VT 05747
802-767-4403

Public Records Request Letter

Today's Date: _____

To:
Cheryl L. Sargeant
Town Clerk

Pursuant to Vermont's Public Records Act, 1 V.S.A. 315-320, I hereby request copies of the following records:

I am addressing this request to you in the belief that you are the custodian of such documents. If you are not, I request that you forward my request to the proper custodian of such documents and inform me of who that person is.

I hereby agree to pay reasonable and customary costs for these copies upon delivery, provided that the total cost does not exceed \$_____. If the charge would exceed that amount, please so inform me before incurring the expense.

If the law does not allow me to have access to some of these records, please inform me within three business days, as provided by law, and inform me of the specific exemption that applies to each record or portion of a record being withheld. If an otherwise public record has a portion that is exempt from disclosure, please redact the exempt portion and release a copy of the rest of the document together with a notation of the specific exemption that applies to the redacted portion.

If you have any questions about this request, please call me at _____.

Requestors Name _____ (Please Print)