# FOIA Request Form – Calhoun Conservation District

| Name: | Date: |
|---|---|
| Address: | |
| Email: | Phone: |

| Information Requested:<br><br><br><br><br><br><br><br><br><br>Photocopies or Electronic files? |
|---|

**For Staff Use Only**

| Request Received by: | Estimated Cost: | Date: |
|---|---|---|
| Deposit: $_____ | Payment Method: _____ | Receipt # _____ |
| Date Information Provided: | Format: | |

| **Labor** | | | | | |
|---|---|---|---|---|---|
| # of Hours: | | Hourly Rate: | | Total for Labor: | $ _____ |
| **Photocopies** | | | | | |
| # of Copies: | | Cost per Copy: | | Total for Copies: | $ _____ |
| **Mileage** | | | | | |
| # of Miles: | | Cost per Mile: | | Total for Mileage: | $ _____ |
| **Other:** | | | | | $ _____ |
| | | | | Postage: | $ _____ |
| | | | | Total: | $ _____ |
| | | | | Less Deposit: | $ _____ |
| | | | | Balance Due: | $ _____ |