



Town of Marathon Request for Access to General Records/Documents

Name: _____ Email: _____

Address: _____
(Street/Apt. No./PO Box)

Telephone (Day): _____ (Evening): _____

Detailed description of requested record or document:

Preferred method of access to record/document:

Examine Original Receive Hardcopy Receive Electronic Copy (.pdf)

Signature: _____ Date: _____

Requests are to be submitted to:

Louise Lees, Deputy Clerk
In person: 4 Hemlo Drive
Mail: PO Bag TM, Marathon, Ontario P0T 2E0
Email: clerk@marathon.ca

Please allow 2-4 business days for the processing of your request.

All records/documents are the property of the Corporation of the Town of Marathon and as such, no record/document shall be reproduced, reprinted or reposted on any media site without the expressed written permission of the Town of Marathon.

For Institution Use Only

Date Received:

Comments:

Personal Information contained on this form is collected pursuant to the Freedom of Information and Protection of Privacy Act/Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of responding to your request.

Questions about this collection should be directed to the Freedom of Information and Privacy Co-ordinator at the institution where the request is made.