



KeRRA COMMUNICATION PROCEDURE-PM/009/004

PUBLIC/STAFF INFORMATION REQUEST FORM

1. NAME:

2. INSTITUTION/REGION/DEPARTMENT:

3. SUBJECT: Request for Information

Clarification

Other (State).....

4. DETAILS:

.....

.....

.....

(Additional information can be attached)

5. PREFERRED COMMUNICATION MEDIUM: e-mail Phone calls Internal memo

National newspaper Website

6. URGENCY OF INFORMATION (Emergency/Non-Emergency):

7. (FOR ACCESS TO INFORMATION REQUESTS ONLY)

CONTACT PERSON:

Phone:

Address:

Email:

8. (FOR PUBLIC INFROMATION REQUESTS ONLY)

PREPARED BY:

**HEAD OF DEPARTMENT/
REGIONAL MANAGER**

APPROVED BY:

DIRECTOR GENERAL

DATE: