

APPLICATION FOR PUBLIC ACCESS TO RECORDS

TO; Records Access Officer

FROM; _____
Name of agency _____
Address _____

I hereby apply to inspect the following record:

Signature _____
Representing _____
Mailing address _____

Date _____

XX

APPROVED

DENIED (for reason(s) checked below)

- Confidential Disclosure
- Part of Investigatory Files
- Unwarranted Invasion of Personal Privacy
- Record of which this Agency is Legal Custodian cannot be found
- Record is not maintained by this Agency
- Exemped by Stature other than The Freedom of Information Act
- Other (specify) _____

Signature _____ Title _____ Date _____
XX

NOTICE: You have a right to appeal a denial of this application to the head of this agency:

Signature _____ Business Address _____

The above must fully explain reasons for denial in writing within TEN days of receipt of an appeal

I hereby appeal :
