

APPLICATION FOR PUBLIC ACCESS TO RECORDS

TO: RECORDS ACCESS OFFICER

NAME OF AGENCY

ADDRESS

I HEREBY APPLY TO INSPECT THE FOLLOWING RECORD:

Three horizontal lines for describing the record to be inspected.

SIGNATURE

DATE

REPRESENTING

MAILING ADDRESS

FOR AGENCY USE ONLY

APPROVED

DENIED (for the 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
- Exempted by Statute Other Than the Freedom of Information Act
- Other (specify) _____

SIGNATURE

TITLE

DATE

NOTICE: YOU HAVE A RIGHT TO APPEAL A DENIAL OF THIS APPLICATION TO THE HEAD OF THIS AGENCY

NAME

BUSINESS ADDRESS

WHO MUST FULLY EXPLAIN HIS REASONS FOR SUCH DENIAL IN WRITING WITHIN SEVEN DAYS OF RECEIPT OF AN APPEAL AT DIVISION HEADQUARTERS.

I HEREBY APPEAL:

SIGNATURE

DATE