

SUGGESTED  
APPLICATION FOR PUBLIC ACCESS TO RECORDS

Draft II

TO: RECORDS ACCESS OFFICER

\_\_\_\_\_  
NAME OF AGENCY

\_\_\_\_\_  
ADDRESS

I HEREBY APPLY TO INSPECT THE FOLLOWING RECORD:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
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 SEVEN DAYS OF RECEIPT OF AN APPEAL.

I HEREBY APPEAL:

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE