

APPLICATION FOR PUBLIC ACCESS TO RECORDS
RECORDS ACCESS OFFICER

Name of Agency

Address

I HEREBY APPLY TO INSPECT THE FOLLOWING RECORD(S):

Signature

Representing

Date

Mailing Address

FOR AGENCY USE ONLY

APPROVED	NO CHARGE	CHARGE
DENIED (for the reason(s) checked below)	SEARCH	[]
<input type="checkbox"/> Confidential Disclosure		
<input type="checkbox"/> Part of Investigatory Files		
<input type="checkbox"/> Unwarranted Invasion of Personal Privacy	CERTIFICATION	[]
<input type="checkbox"/> Record of which this agency is legal custodian cannot be found		
<input type="checkbox"/> Record is not maintained by this agency		
<input type="checkbox"/> Exempted by Statute other than the Freedom of Information	PHOTOCOPY	[]
<input type="checkbox"/> Inspection Only		
<input type="checkbox"/> Record returned		
<input type="checkbox"/> Other (specify) _____	<u>TOTAL CHARGE</u>	<u>\$</u> _____

Signature

Title

Date

NOTICE: YOU HAVE A RIGHT TO APPEAL A DENIAL OF THIS APPLICATION TO THE HEAD OF THIS AGENCY, WHO MUST FULLY EXPLAIN HIS REASONS FOR SUCH DENIAL.

Name

Business Address