

Draft I

**SUGGESTED
APPLICATION FOR PUBLIC ACCESS TO RECORDS**

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

Record of which this agency is Legal Custodian cannot be found.

Record is not maintained by this Agency.

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