

FOR OFFICIAL USE ONLY – Return completed form to the Public Records Officer

Date received: _____

Response required by: _____

Action Taken Notified requested records are available and where. If copies are requested and payment or deposit on payment has been made, send copies.

Request to be denied – IMMEDIATELY forward to Prosecuting Attorney for review.

Evaluation necessary. Estimate ____ days needed for final response. Notified requester. Copy of letter attached.

Record partially withheld. Notified requester with reason for partial withholding listing exemption(s) cited. Copy of letter attached.

Clarification needed from requester. Contacted for clarification and notified of revised estimate of when records will be available.

Action Recommended by Prosecuting Attorney

P/A Comment _____

DENIAL – APPROVED: Department to notify requester by mail of reasons for denial. Forward copy of request form and written denial to Council of Governments Office.