

REQUEST FOR RECORDS BY EMAIL

Dear Records Access Officer:

Please advise me of the appropriate time during normal business hours for inspecting the following records prior to obtaining copies [include as much detail about the records as possible, including relevant dates, names, descriptions, etc.]:

If for any reason any portion of my request is denied, please inform me of the reasons for the denial in writing and provide the name, address and email address of the person or body to whom an appeal should be directed.

Name: _____

Address [if records are to be mailed]: _____

Adoption date: February 12, 2008