

APPLICATION FOR PUBLIC ACCESS TO RECORDS  
OF THE VILLAGE OF ALBION

TO: RECORDS ACCESS OFFICER

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

\_\_\_\_\_  
ADDRESS

I HEREBY APPLY TO INSPECT THE FOLLOWING RECORD:

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

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
REPRESENTING

\_\_\_\_\_  
MAILING ADDRESS

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**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
- 0 Other (specify) \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

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**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