**Section 351.APPENDIX C Approval of Request for Public Records**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| TO: | | | | |  |  | | FROM: |
|  | | | | |  |  | |  |
| Name | | | | |  |  | | FOI Officer |
|  | | | | |  |  | |  |
| Address | | | | |  |  | | Commission |
|  | | | | |  |  | |  |
|  | | | | |  |  | | Address |
|  | | | | |  |  | |  |
| Phone Number | | | | |  |  | |  |
| DESCRIPTION OF REQUESTED RECORD(S): | | | | | | | | |
| Your request dated \_\_\_\_\_\_\_\_\_\_\_ for the above captioned records has been approved. | | | | | | | | |
|  | The documents you requested are enclosed. | | | | | | | |
|  | The documents will be made available upon payment of copying costs in the amount of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. | | | | | | | |
|  | You may inspect the records at: | |  | | | | | |
|  | on |  | | | | | . | |
|  | | date | | | | |  | |
|  | | | |  | | | |  |
| FOI Officer | | | |  | | | | Date |