**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 |