

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