



PUBLIC RECORDS REQUEST RESPONSE FORM  
(Insert Governmental Entity Name and Address)

[Date]

[Contact Information for Requestor]

In response to your records request received on [date], our office is taking the following action(s):

The public record(s) responsive to your request will be made available for inspection:

Location: \_\_\_\_\_

Date & Time: \_\_\_\_\_

Copies of public record(s) responsive to your request are:

Attached:

Available for pickup at the following location:

\_\_\_\_\_  
\_\_\_\_\_; or

Being delivered via (U.S.P.S. or other agreed upon method of delivery) (electronically).

Your request for \_\_\_\_\_ is denied on the following grounds:

No such record(s) exists or this office does not maintain record(s) responsive to your request.

Your request was not sufficiently detailed to enable identification of the specific requested records.  
You need to provide additional information to identify the requested record(s).

The following state, federal or other applicable law prohibits disclosure of the requested records: \_\_\_\_\_

It is not practicable for the \_\_\_\_\_ records you requested to be made promptly available for inspection and/or copying because:

a determination is still being made that records responsive to your request exist, or

the office is still in the process of retrieving, reviewing and/or redacting the requested records.

It is estimated that the amount of time reasonably necessary to properly respond to your request is:

\_\_\_\_\_.

If you have any additional questions regarding your record request, please contact [Records Custodian or Public Records Request Coordinator].

Sincerely,

[Records Custodian or Public Record Request Coordinator]  
(name and title)