

***Village of Caledonia  
Application for Public Access to Records***

**TO:** *Records Access Officer*

**FROM:** \_\_\_\_\_  
(*Name of agency or person*)

**I HEREBY APPLY TO INSPECT THE FOLLOWING RECORD:**

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

*Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

*Representing* \_\_\_\_\_

*Mailing address* \_\_\_\_\_

**FOR AGENCY USE ONLY**

**APPROVED** \_\_\_\_\_

**DENIED** \_\_\_\_\_

*Record of which this agency is Legal Custodian cannot be found* \_\_\_\_\_

*Record is not maintained by this Agency* \_\_\_\_\_

*Signature* \_\_\_\_\_ *Title* \_\_\_\_\_ *Date* \_\_\_\_\_

**Notice:** YOU HAVE A RIGHT TO APPEAL FOR SUCH DENIAL IN WRITING 7 DAYS OF RECEIPT OF AN APPEAL.

**NAME** \_\_\_\_\_ **Business Address** \_\_\_\_\_

WHO MUST FULLY EXPLAIN HIS REASONS FOR SUCH DENIAL IN WRITING 7 DAYS OF RECEIPT OF AN APPEAL.

**I HEREBY APPEAL:**

*Signature* \_\_\_\_\_ *Date* \_\_\_\_\_