

For City Use Only

Requester's Name: _____

Date of Submission of the Request: _____

Deadline for Action: _____

If the records are open, reply to the citizen by: _____

If there is a question as to whether the records are open, query the Attorney General by: _____

Date the request was sent to departments: _____

NOTE: SEND THE ORIGINAL TO THE CITY ATTORNEY, FILE THE COPY.

Deadline for departments to reply to the City Attorney: _____

Date(s) the departments sent records to the City Attorney. (List each department's name and date.)

Date _____ called the citizen to ask questions or explain extenuating circumstances.
(staff member's name)

Date the records were sent to the citizen: _____

OR

Date the records were picked up by the citizen or her/his agent: _____

NOTE: IF SOMEONE PICKED UP THE RECORDS, ASK THE CITIZEN OR THE CITIZEN'S AGENT TO SIGN AN AFFIDAVIT SO STATING:

If there was a question as to whether the records were open:

Date the letter was sent to the Attorney General: _____

DEADLINE FOR THE ATTORNEY GENERAL'S RESPONSE: _____

Date of receipt of the Attorney General's Opinion: _____

Date the Citizen was notified of the Attorney General's opinion: _____

DATE OF FINAL ACTION ON THE REQUEST: _____
