

**COUNTY OF MONTGOMERY**  
**REQUEST FOR ACCESS TO PUBLIC RECORDS**

I APPLY TO INSPECT THE FOLLOWING RECORD(S) \_\_\_\_\_  
DEPARTMENT.

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

\_\_\_\_\_  
Requested By (please print) Signature  
\_\_\_\_\_  
Mailing Address Date



APPROVED \_\_\_\_\_

DENIED \_\_\_\_\_ (reasons checked below)

- Confidential disclosure
- Part of Investigatory Files
- Unwarranted Invasion of Personal Privacy
- Record Which This Agency is Legal Custodian Cannot Be Found
- Record is Not Maintained by this Agency
- Exempted by Statute Other Than Freedom of Information Act
- Other (Specify)

SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

TITLE/DEPT. OR AGENCY HEAD \_\_\_\_\_

DEPT. HEAD: Return Form to Records Access Officer



NOTICE: You have the right to appeal a denial of this application to the County Attorney within 30 days of receipt of denial.

I HEREBY APPEAL: \_\_\_\_\_  
Signature Date

PLEASE RETURN COMPLETED FORM TO THE RECORDS ACCESS OFFICER