



Access Request Recommendation (Decision by Head)

Request Number

Request Type General Records Personal Information

To		Date
From	Name of Applicant	

Records/Information Requested <i>(attach detailed review of records if applicable)</i>	Number of Files/Pages Reviewed
Types of Information Contained in the Records	
Exceptions Recommended	
Application of Discretionary Exceptions <i>(summarize reasons)</i>	
Application of Mandatory Exceptions <i>(summarize reasons)</i>	
Severing Required <i>(summarize reasons)</i>	

Prepared by

Approved by

Signature

Signature of Head

Title

Title

Date

Date



Access Request Recommendation Attachment Detailed Review of Records

Request Number	Name of Public Body		Program Area	Business Unit	Program Area Contact	Telephone Number	
Record Number	Number of Pages	Record Date	Record Description	Exceptions Applied	Exclusions	Comments/Explanations	Third Party Notice or Consultation (Yes or No)