

Form V

DENIAL LETTER

(Used when a request to inspect is denied. Sent within 15 calendar days after receipt of a written request.)

[DATE]

[REQUESTER'S NAME]

[ADDRESS]

Re: Request to Inspect Public Records

Dear [REQUESTER'S NAME]:

On [DATE], we received your request to review the following records:

[DESCRIPTION OF RECORDS SOUGHT]

We cannot permit inspection of these records because they are excepted from disclosure for the reason(s) described below.

_____ The records requested are medical records protected under Section 14-2-1(A)(1) of the Inspection of Public Records Act.

_____ The records requested are letters of reference concerning employment, licensing or permits protected under Section 14-2-1(A)(2) of the Inspection of Public Records Act.

_____ The records requested are letters or memoranda that are matters of opinion in personnel files or students' files protected under Section 14-2-1(A)(3) of the Inspection of Public Records Act.

_____ The records requested are confidential law enforcement records protected under Section 14-2-1(A)(4) of the Inspection of Public Records Act.

_____ The records requested are [DESCRIBE SPECIFIC LEGAL BASIS FOR NONDISCLOSURE]

_____ Protected personal identifier information contained in the requested records has been redacted under Section 14-2-1(B) of the Inspection of Public Records Act.

Sincerely,

[SIGNATURE]

Records Custodian [or "For Records Custodian"]

Additional person(s) responsible for this denial: [LIST NAMES AND TITLES OR POSITIONS OF EACH PERSON RESPONSIBLE FOR THE DENIAL]