INDEX/GLOSSARY TO ATTACHMENTS

ATTACHMENT 1 ACKNOWLEDGMENT TO THE REQUESTOR - This form letter states the Department has received the request and is processing it.

ATTACHMENT 2 REFERRAL MEMO TO PROGRAM STAFF - This form in memo format is a referral sheet used to refer the request to all applicable programs.

ATTACHMENT 3 PUBLIC REVIEW FORM - This form is initiated by the file room technicians. It is completed by the program staff when the file is being screened and by the requestor/reviewer when the file review appointment occurs. It is filed as part of the official file.

ATTACHMENT 4 TELEPHONE MEMO SHEET - This form is used when a request is resolved via telephone communications. If used, a copy of the memo is filed with the request for audit trail purposes.

ATTACHMENT 5 DENIAL LETTER - This is a sample denial letter. This format should be used when denying all or part of the records requested. The PRC is to be copied on all denial letters and the copy is filed with the request for audit trail purposes.

ATTACHMENT 6 INSPECTION OF PUBLIC RECORDS GUIDELINES - This is a one page overview of the Department's guidelines for inspection of public records and the fee for copying. This should be displayed in a prominent place within each file room.

ATTACHMENT 7 NOTIFICATION LETTER OF PUBLIC RECORDS REQUEST TO VIEW INSPECTION RECORDS - This is a sample letter which can be used to notify a facility that a public records request has been made to view records obtained by the Department during an inspection at the facility. This letter provides the facility with the opportunity to assert a claim of trade secret with respect to the records if applicable.

These documents/forms should help in facilitating the public records act process and assist staff with expediting the request. **Remember, according to the Act, the Department has ten days in which to respond to the requestor.** Please comply with this provision.