

LEGISLATIVE BRANCH

REQUEST FOR RELEASE OF INFORMATION

Name of Requesting Party: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Daytime Telephone #: \_\_\_\_\_

Description of Records Requested: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Acknowledgement:

I have been informed that I am prohibited from disclosing protected documents or providing a copy of protected documents to any other person. The intentional disclosure or provision of copies of protected records may subject me to criminal or civil penalties. Furthermore, I acknowledge that I may be subject to criminal or civil penalties if I gain access to protected records by false pretenses, bribery or theft.

I have carefully read and understand the above acknowledgement.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

FOR OFFICE USE ONLY

Acknowledgment of Request Receipt: \_\_\_\_\_  
Employee Name

Records Request Forwarded to \_\_\_\_\_ on \_\_\_\_\_  
Employee Name Date

Action taken: (check the appropriate line(s))

\_\_\_\_\_ Approve Request on \_\_\_\_\_ by \_\_\_\_\_  
Date Employee Name

\_\_\_\_\_ Forward Request to DOJ for Consultation on \_\_\_\_\_ by \_\_\_\_\_  
Date Employee Name

\_\_\_\_\_ Deny Request on \_\_\_\_\_ by \_\_\_\_\_ Reason: \_\_\_\_\_  
Date Employee Name

\_\_\_\_\_ Do not Maintain Requested Record.