

- Records:
- are available for inspection or copying (attach copy of letter to requestor required by BCC 5.14.090(a)(1) or BCC 5.14.090(a)(2)).
 - are not identifiable and a request for clarification was made on this date _____ by e-mail or letter (attach copy of e-mail or letter to requestor BCC 5.14.090(a)(4))
 - may be available, but more time is needed to respond (attach copy of letter to requestor required by BCC 5.14.090(a)(3));
 - are not available because they are exempt (attach copy of letter to requestor required by BCC 5.14.090(a)(5));
 - partially available for inspection or copying as some portion of the records are exempt and have been withheld and/or redacted (attach copy of letter to requestor required by BCC 5.14.090(a)(5));
 - are not available because no responsive records exist (attach copy of letter to requestor required by BCC 5.14.090(a)(5)).

Signature of Records Officer Date

- Request closed because:
- copies were inspected or provided to requestor;
 - no response was received to request for clarification and requestor was notified request has been closed (attach copy of closure letter to requestor required by BCC 5.14.090(e));
 - records were exempt in their entirety and requestor was notified of exemptions;
 - no payment was received from requestor and requestor was notified that the request has been closed (attach copy of closure letter to requestor BCC 5.14.090(l)).

Signature of Records Officer Date
(or Prosecuting Attorney if request handled by PA's Office)

REQUEST RECEIVED: **In Person** **Telephone** **Fax** **EMAIL**