**Section 351.APPENDIX F Deferral of Response to Request for Public Records**

|  |  |  |
| --- | --- | --- |
| TO: |  | FROM: |
|  |  |  |
| Name |  | FOI Officer |
|  |  |  |
| Address |  | Commission |
|  |  |  |
|  |  | Address |
|  |  |  |
| Phone Number |  |  |

DESCRIPTION OF REQUESTED RECORD(S):

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Your request dated |  | | for the above captioned records must be delayed. The | | | |
| delay in responding to your request is for the following reason(s): | | | | | | |
| (Provide reason for delay in accordance with Section 3(d) of the FOIA.) | | | | | | |
| You will be notified by | |  | | (date) as to the action taken on your request. | | |
|  | | | | |  |  |
| FOI Officer | | | | |  | Date |