**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 |