

Department \_\_\_\_\_

RAO/Custodian Name: \_\_\_\_\_

Calendar Year: \_\_\_\_\_

Date of Receipt	Requestor	Description of Request	Date of Initial Response	Date(s) of Further Response(s)	Date(s) Records Provided	# of Hours to Fulfill Request	Fees Charged	Petitions to Supervisor	Supervisor Appeal	Court Appeal
			Date: From:	Date: From:  Date: From:				Date: Type: Decision: Decision Date:	Y/N:  Date of decision:	Y/N:
			Date: From:	Date: From:  Date: From:				Date: Type: Decision: Decision Date:	Y/N:  Date of decision:	Y/N:
			Date: From:	Date: From:  Date: From:				Date: Type: Decision: Decision Date:	Y/N:  Date of decision:	Y/N:
			Date: From:	Date: From:  Date: From:				Date: Type: Decision: Decision Date:	Y/N:  Date of decision:	Y/N:
			Date: From:	Date: From:  Date: From:				Date: Type: Decision: Decision Date:	Y/N:  Date of decision:	Y/N: