## Access Request Recommendation

**(Decision by Head)**

<table>
<thead>
<tr>
<th>Request Type</th>
<th>General Records</th>
<th>Personal Information</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>To</th>
<th>From</th>
<th>Date</th>
<th>Name of Applicant</th>
</tr>
</thead>
</table>

### Records/Information Requested

*(attach detailed review of records if applicable)*

### Number of Files/Pages Reviewed

<table>
<thead>
<tr>
<th>Number of Files/Pages Reviewed</th>
</tr>
</thead>
</table>

### Types of Information Contained in the Records

### Exceptions Recommended

### Application of Discretionary Exceptions

*(summarize reasons)*

### Application of Mandatory Exceptions

*(summarize reasons)*

### Severing Required

*(summarize reasons)*

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### Prepared by

- Signature
- Title
- Date

### Approved by

- Signature of Head
- Title
- Date
<table>
<thead>
<tr>
<th>Request Number</th>
<th>Name of Public Body</th>
<th>Program Area</th>
<th>Business Unit</th>
<th>Program Area Contact</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Record Number</td>
<td>Number of Pages</td>
<td>Record Date</td>
<td>Record Description</td>
<td>Exceptions Applied</td>
<td>Exclusions</td>
</tr>
</tbody>
</table>