

**Extension of Time to Produce Records;
Request for Additional Information;
or
Denial of Request for Information
and
Notice of Your Right to Appeal**

▪This form is compliant with the Muscogee (Creek) Nation's *Freedom of Information Act* (NCA 20-017, as amended by NCA 21-042; MCNCA Title 37, Chapter 9, § 9-101 *et. seq.*). Copies of all written requests for information are provided to the Office of the Attorney General. The National Council is required to comply with your request for information *or* provide this response within twenty (20) business days of receipt; however, the Office of the National Council may require an extension of time in which to either comply or respond. Written requests for information are maintained by the Office of the National Council for a period of one (1) year.

▪Your *Request for Information* was received on or about _____, 202__.

* * *

Extension of Time:

The National Council is providing you notice that it requires an additional twenty (20) business days to comply with your request for information [totaling forty (40) business days from the date we received your original or amended request]. You will receive your requested information or a second Notice from this Office on or before _____, 202___. Failure to timely respond to your request for information is deemed to be a denial of your request.

* * *

Request for Additional Information:

Your request for information is incomplete. We require the following information in order to process your request: _____

Denial of Your Request:

We regret that we cannot provide the information that you have requested. Your request is denied in whole or in part for the following reason(s):

A. The information you have requested is not maintained by the Office of the National Council and therefore may be the work product of another branch or department of the Nation's government. Based upon best information and belief we are directing you to the following branch/department:

_____ ; which is located at _____
_____. Please make your requests for information to the branch or department of government that is the party to the information you are requesting (*i.e.* a request for information related to the Nation's budget must be presented to the Office of the Controller; requests for information regarding a housing contract must be presented to the Department of Housing; and requests for information related to the prosecution or defense of a case where the Nation is a party must be presented to the Office of the Attorney General).

and/or

B. Part or all of the information you have requested is not defined as a *Public Record* [publicly available information] under the Nation's FOIA, and therefore may be *Protected Records*. Your request for information is being forwarded to the Office of the Attorney General along with this form for a formal legal opinion. You will be notified when the Office of the Attorney General provides legal advice to this Office.

YOUR RIGHT TO APPEAL: If your request for information has been denied in its entirety, in part, or if portions of the documents provided to you have been redacted, you have a right to file a petition in the Nation's Court for an order releasing the requested record(s) within ninety (90) days from the date of the denial of your request for information.

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