

Request for Public Records

The Freedom of Access Act confers on every person the right to inspect and copy any public record during regular business hours of the location of the records. A fee of \$.20 per page to cover the cost of copying and a fee of \$15.00 per hour after the first hour of staff time per request to cover the actual cost of searching for, retrieving, and compiling the requested public record will be charged. Compiling the public record includes reviewing and redacting confidential information.

As required by law, the school unit will provide the person making the request an estimate of the time necessary to complete the request and of the total cost and, if the estimated total cost exceeds \$20.00, will inform the requestor before proceeding.

Name of requestor: _____ Telephone: _____

Email: _____

Mailing Address: _____

Public records requesting:

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Request submitted to: _____ Date Submitted: _____

Request approved by: _____ Date approved: _____

Estimated fee: \$ _____

Date requested records mailed/picked up: _____

Request denied by: _____ Date denied: _____

Administrative Rule: February 14, 2012
 Revised: December 10, 2012
 Reviewed: June 12, 2017
 Reviewed: February 10, 2020
 Reviewed: December 11, 2023