

District Record Request Form

RECORD REQUEST FORM

To Be Completed By Requester:

Requester's Name

Date of Request

Requester's Mailing Address

City, State, Zip Code

Requester's Telephone Number

Record(s) Requested: _____

To Be Completed By District Personnel:

Date Request Received in District Office: _____

- 10-Day Extension Requested. Document(s)/Item(s) Due: _____
- Record Requested Granted. Date Mailed to Requester: _____
- Record Request Partially Denied. Date Letter Mailed to Requester: _____
- Record Request Denied. Date Letter Mailed to Patron: _____

District Personnel Comments/Notes: _____

Cross Reference: 1530 Records Available to Public

Legal Reference: Title 9, Chapter 3 Public Records
I.C. 9-339 Response to Request for Examination of Public Records

Policy History:

Adopted on: November 9, 2009

Revised on: