

# INFORMATION REQUEST

HAVRE PUBLIC SCHOOLS

TO: District Clerk

I request the following information (be specific) be provided to me as soon as time would permit:

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Request for Copies of Information: (Be Specific)

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DATE

REQUESTED BY

PHONE #

ADDRESS

Request to have information: \_\_\_\_\_ Mailed \_\_\_\_\_ Picked Up

DATE

APPROVED BY DISTRICT CLERK

## **BOARD POLICY 4340 - RECORDS AVAILABLE TO PUBLIC**

Mindful of the right of individuals to privacy and of the desirability of efficient administration of the district, full access to information concerning the administration and operations of the district shall be afforded to the public.

A fee will be charged for any copies requested. Copies will be available within a reasonable amount of time following the request.

Fees will be charged for as follows:

- a) Copy of Board of Trustee minutes - 15¢ per page (per state law)
- b) Copy of other materials - 25¢ per page
- c) Time spent researching a copy project will be charged at the employee's hourly rate of pay