

Request for Information (CORA)



Date: \_\_\_\_\_

Name of person/organization making request: \_\_\_\_\_

Information requested:

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Reason for request:

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FOR OFFICE USE ONLY

Time Spent \_\_\_\_\_ Number of copies \_\_\_\_\_

Administrative Charges:

Staff time (\$30.00 per hour\*) \_\_\_\_\_

Copies (number x .25) \_\_\_\_\_

Total Payment \$ \_\_\_\_\_

Picked up by: \_\_\_\_\_ Date \_\_\_\_\_

\*Harrison School District Two reserves the right to charge for administrative time with each CORA request. Expansive requests in particular may be subject to the \$30 per hour administrative fee allowed by state CORA statues. The district will notify the requesting party of the amount of administrative hours it anticipates will be required to meet the request. Work will only begin on the request after payment for the amount of anticipated administrative hours is received.