

REQUEST FOR PUBLIC RECORDS

Westminster Public Schools

Westminster Public Schools complies with Colorado Open Records Act (24-72-201 et seq.) as well as Federal Laws and Board Policy.

A General summary of guidelines and fees is below:

1) Records available to the public shall be inspected during regular business hours in the presence of the custodian of the record in a location that will not disrupt school district operations. Please arrange an inspection in advance to assure the custodian of records and requested records are available

2) There is no duty to create a public record that does not already exist

3) If more than one hour of staff time is required to respond to the request for records, staff time in excess of one hour will be charged to the person seeking excess at the rate of \$30 per hour, to be paid prior to inspection of the records. An estimate of required time will be provided before the documents are gathered.

4) Copies may be furnished upon request and within a reasonable time at a cost not to exceed 25 cents per page, or the cost of the electronic file (CD) to be determined by the custodian of records. The fee must be paid in advance.

5) State law requires a response to an Open Records Request with three (3) working days.

This form will assist us in processing your public records request. Clearly defining the records, which are sought, is critical to a timely and accurate response. Thank you for your assistance.

Person Requesting Records

Name

Address

Phone

Firm you represent (if any)

When do you want these records?

Do you prefer to have copies of these records, or view them at our offices?

(In some cases, viewing of our records may not be allowed, and photocopies may be provided instead.)

Copies

View at office

Please identify the documents that you wish to review. Please be as specific as possible, using a separate page if necessary.

REQUEST FOR PUBLIC RECORDS
Westminster Public Schools

Check one:

- I am only seeking records which are dated between and .
- I am seeking all records described, regardless of date.

Note: Unless you specify otherwise, your request will be assumed to apply only to documents stored on paper or microfiche; generally, retrieval of documents stored electronically is more expensive. See information below regarding electronic records.

Because we must comply with the Colorado Public Records Act, certain documents, such as those containing individual student or employee information, are confidential and we are not able to release them except to the one who is the subject of the record (or the parent/guardian of such a person) or in response to a subpoena. Requests for such records will be denied. If we deny access, you may request a written statement citing the law or regulation under which access is denied.

Also, if the records are “in active use, in storage or otherwise are not readily available” we will let you know that at the time of the request and give you an idea of when the documents can be provided.

By signing below, you represent that you are not a party to a lawsuit against the School District or one of its employees, and that you are not acting on behalf of such a party. (In such cases, the Colorado Rules of Civil Procedure, and not the Westminster Public Schools records policy, applies.)

Form completed by (please sign and print your name below)

Printed Name

Signature

Date