



Book Regulations Manual
Section Community Relations
Title Application for Public Access to Records
Code 3310F
Status Active
Adopted October 1, 2010

TO: RECORDS ACCESS OFFICER

Name of Agency Address
I hereby apply to inspect the following record(s) _____

Print Name Signature Date

Representing Mailing Address

FOR AGENCY USE ONLY

Approved Inspection Approved for Copies _____ Cost \$ _____
Total Received \$ _____
Denied (for the reason(s) checked below)
 Confidential Disclosure Part of Investigatory Files
 Unwarranted Invasion of Personal Privacy
 Record of which this agency is legal custodian cannot be found
 Record is not maintained by this agency
 Exempted by statute other than the Freedom of Information Act
 Other (Specify) _____

Signature, Records Access Officer Date

NOTICE: You have a right to appeal a denial of this application to the Superintendent of Schools, who must fully explain his/her reasons for such denial in writing within ten (10) business days of receipt of an appeal.

Name Business Address

I hereby appeal:

Signature Date