

**PUBLIC INFORMATION PROGRAM:
ACCESS TO PUBLIC INFORMATION**

**GBA
(EXHIBIT)**

EXHIBIT A

REQUEST FOR RECORDS

In accordance with GBA (LEGAL) and the Public Information Act, I hereby request that copies of the following records of the District be made available for my inspection or duplication. I agree to pay the duplication costs at the rate adopted by the Board if the cost does not exceed **\$40.00**. I understand that if the cost will exceed **\$40.00**, I will receive an estimate of charges and will have the opportunity to modify or withdraw my request before any copies are made.

Please check the appropriate box:

Inspection Only	Copies Requested	Number of copies requested	Public Information requested (include description adequate to clarify request)
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

Name of Person Requesting Information

Date of Request

Street/Box/RFD

Date Received

City

State/Zip

This completed form should be presented to the Superintendent or designee.

FROM: _____

Date: _____

TO: _____

☐ **REQUEST FOR COPIES:** If this information is readily available, please attach the copies to this form and return the form and copies to my office.

☐ **REQUEST FOR INSPECTION:** Please indicate the place, date(s), and time(s) the requested information will be available for inspection.

☐ If this information is not readily available, please check and explain.

DATE ISSUED: 3/30/2006

UPDATE 28

GBA (EXHIBIT)-RRM

Raymondville ISD