



Raymondville Independent School District

419 FM 3168, Raymondville, Texas 78580

Phone: (956) 689-8175 • FAX: (956) 689-8080 – Business Office

Open Records Requests

Open records requests should be sent in writing via mail, hand delivered or fax using the attached form to the Raymondville Independent School District Human Resources Department.

Mail: 419 FM 3168, Raymondville, TX 78580

Hand Delivered: 419 FM 3168, Raymondville, TX 78580

Fax: (956) 689-8189

**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)
☐	☐	_____	_____
☐	☐	_____	_____
☐	☐	_____	_____

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