

FRIENDSWOOD INDEPENDENT SCHOOL  
DISTRICT DISPOSITION OF RECORDS REQUEST

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

Job # \_\_\_\_\_

The following action is requested for duplication and/or inspection of records of the Friendswood ISD is requested by:

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address \_\_\_\_\_

Phone: \_\_\_\_\_

City/Zip \_\_\_\_\_

Email: \_\_\_\_\_

Description of Materials Requested for Duplication/ Inspection:

\_\_\_\_\_  
\_\_\_\_\_

Authorized action:

\_\_\_\_\_ The record is public information and may be released.

\_\_\_\_\_ The Attorney General has determined the record is not confidential and may be released.

\_\_\_\_\_ The Attorney General has determined the record IS confidential and may NOT be released.

\_\_\_\_\_ No determination on confidentiality of the record has been made by the Attorney General. A request for his determination has been made. The record may not be released until a ruling from the Attorney General has been received.

\_\_\_\_\_  
Custodian of Records (or Designee)

\_\_\_\_\_  
Date

Note: The Superintendent of Schools is the official Custodian at Records for Friendswood ISD.

Department \_\_\_\_\_

Staff: \_\_\_\_\_

STATEMENT OF CHARGES FOR DUPUCATION OF PUBLIC RECORDS

\_\_\_\_\_ pages at 10¢ per page standard size pages

\_\_\_\_\_ pages at 50¢ per oversized pages

\_\_\_\_\_ OTHER,

\_\_\_\_\_ personnel charge if applicable, \$15 per hr.

\_\_\_\_\_ Postage and handling (if applicable) actual cost

Total Due \_\_\_\_\_

Materials were: Emailed Date: \_\_\_\_\_