



PUBLIC DISCLOSURE REQUEST

SECTION I:

Name of Requestor \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Work \_\_\_\_\_ Home \_\_\_\_\_

SECTION II:

Records Requested: (Titles)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Are records concerning individual other than requestor? YES \_\_\_\_\_ NO \_\_\_\_\_

If so, give name of Individual \_\_\_\_\_

ACTION REQUESTED:

Inspection \_\_\_\_\_ Copy \_\_\_\_\_ Other \_\_\_\_\_  
(specify)

AUTHORIZING DOCUMENT:

Legal Requirement \_\_\_\_\_ Subpoena \_\_\_\_\_ Other \_\_\_\_\_  
(specify)

Signature of Requestor \_\_\_\_\_

If not present for signature, how was request taken? Phone \_\_\_\_\_ Mailed \_\_\_\_\_

Request Received by: \_\_\_\_\_ Referred to \_\_\_\_\_

SECTION III: District Response

\_\_\_\_\_ Request received and is being processed

\_\_\_\_\_ The Record(s) you requested is attached

the sum of \$ \_\_\_\_\_ for copy Charge

\_\_\_\_\_ The Record(s) you requested is exempt from inspection under the law

\_\_\_\_\_ We do not have the record your requested

\_\_\_\_\_ We need addition information to respond to your request

Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SECTION IV: Final District Response

Access authorized                      *Yes or No*                      Access Denied   *Yes or No*  
Authorized by: \_\_\_\_\_ Title \_\_\_\_\_

Date of Access \_\_\_\_\_

Time of Access \_\_\_\_\_

Person Notified by: Mail \_\_\_\_\_                      *Phone* \_\_\_\_\_                      *In Person* \_\_\_\_\_

*Notice mailed to:* \_\_\_\_\_

*Denied, Reason for Denial:* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_, *certified that notification of final district response was received.*      *Dated* \_\_\_\_\_