

East Jasper Consolidated School District

EAST JASPER SCHOOL PUBLIC RECORDS ACCESS REQUEST

Name of Requesting Party _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Nature, location and description of record(s) sought:

Request for inspection: _____ Yes _____ No

Request for duplication of records _____ Yes _____ No

I agree to be financially responsible for all charges assessed by the district as actual costs incurred in searching, reviewing and/or duplicating the public records described above.

1. Photocopying:

Letter Size - \$.50

Legal Size - \$.75

Ledger - \$1.00

2. Searching and Reviewing

\$7.50 - \$50 based on category level of the employee required to comply with the request; the schedule of categories and applicable rates is maintained in the superintendent's office. Charge based actual time required. Minimum charge is for one hour.

3. Postage: Actual cost.

Any request that requires the assistance of school personnel for searching and reviewing shall be subject to a minimum deposit reasonable calculated to cover the estimated cost of searching and reviewing, in an amount not less than \$25. All charges in excess of \$25 must be paid in full prior to the inspection and/or duplication. In the event that the actual cost is found to be less than \$25, the balance shall be refunded to the originator of the request at the appointed time for the inspection and/or duplication.

Signature _____

Date _____ Time _____		FOR OFFICE USE ONLY	
Request Approved	Charges	Amount paid	
		Received by	
Reason(s)			
Records exempt from Open Records Act.			
Records not maintained in district.			
Records contain exempt materials.			
Records not identified with sufficient specificity to retrieve. Please			
Submit another request with additional information			
Signature		Date	