

The School Board of Gadsden County, Florida
PUBLIC RECORDS REQUEST FORM



Date: _____

To Whom It May Concern:

I am writing to request _____

_____ pursuant to the Public Records Act, Chapter 119 of the Florida Statutes. This request includes copies of every document related to the matter, regardless of the format in which the information is stored.

I agree to pay the actual cost of duplication as defined in Section 119.07(1)(a). However, if you anticipate that in order to satisfy this request, "extensive use" of information technology resources or extensive clerical or supervisory assistance as defined in Section 119.07(1)(b) will be required, please provide a written estimate and justification.

I request these records be made available by _____.
Date

Printed Name

Signature

Address, City/State, Zip

Date

Phone

Please be advised, pursuant to section 1012.31(2)(f), Florida Statutes, the school board is required to maintain a log of all persons reviewing an employee personnel file. See also the opinions of the Attorney General of the State of Florida numbers 91-76 and 92-38. Providing copies from a personnel file is tantamount to a review.

If you are seeking a document containing salary information for a school board employee which is part of his/her personnel file, we are required to enter your name upon the review log. Therefore, we are requesting that you provide us with your name to permit staff to comply with this legal requirement.

All information must be provided in order for the request to be completed.

For Office Use Only

Date Received: _____

By: _____

Completed Date: _____

I hereby acknowledgment receipt of the above public records.

Signature

Date

Deliver or mail completed form to Dr. Pink Hightower, Deputy Superintendent, 35 Martin L. King Jr. Blvd., Quincy, FL 32351