

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.

If you refuse to provide this information, Chapter 119 requires you advise me in writing and indicate the applicable exemption to the Public Records Act. Also, please state with particularity the reasons for your decision, as required by Section 119.07(2)(a). If the exemption you are claiming only applies to a portion of the records, please delete that portion and provide photocopies of the remainder of the records, according to Section 119.07(2)(a).

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

Sincerely,

Signature

Address

Phone Number: _____

For Office Use Only

Received _____

By: _____

I hereby acknowledgment receipt of the above public records request.

Signature

Date: _____

Note: Questions regarding the completion of this form should be directed to Jane Butler, Administrative Assistant, at 850.627.9651 extension 1232.