

# Hoover City Schools Public Records Request

I request to review the following public record(s) of the Hoover City Schools:

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Valid reasons for reviewing public records must be provided so that HCS officials can analyze the efforts needed to maintain certain public records. This information assists HCS officials in determining efficient records maintenance. Reasons for reviewing public records must be provided to ensure these records remain safeguarded and to ensure efficiency with regard to employee time required to process/facilitate such requests. The reason(s) that I request to review these records is/are:

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### Agreement

This request to review the aforementioned public records of Hoover City Schools is made by:

I, (printed name of requestor), \_\_\_\_\_, agree that I shall not harm/damage/remove any record should I inspect an original copy. I acknowledge some records may be electronically available; others may not. I also acknowledge that all requests – electronic or otherwise - may be subject to copy/production charges. I also understand once completed, this Public Records Request Form with my name (and any associated emails) qualify as public records discoverable by others. I also acknowledge that some records are exempt from inspection as outlined in Alabama Code Section 36-12-40 and that only *existing* (qualifying) public documents must be produced - in the format maintained by the school system as used in the system's normal course of business.

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

Custodian of Public Records: \_\_\_\_\_

#### Space Below/HCS Official Use Only

\_\_\_\_\_ Request Approved  
\_\_\_\_\_ Request Denied – Reason(s) Denied:  
\_\_\_\_\_ Estimated copy charge/production expense

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Signature of Authorized HCS Official \_\_\_\_\_  
Date