

Adams 12 Five Star Schools

PUBLIC REQUEST FOR OPEN RECORDS FORM

Adams 12 Five Star Schools records are open to public review unless otherwise exempted from disclosure by state or federal law. Inspection of public records shall take place where designated by the custodian of the record, shall not be disruptive to the operations of the office, and shall be done in the presence of the custodian of the record or designee. There is no duty to create a public record that does not already exist. The District may charge a redaction/research/retrieval fee (generally \$20 per hour) if the requested record(s) require staff research, retrieval or sorting. Any such fee shall be paid prior to inspection of the records. Copies may be furnished upon request and within a reasonable time and will cost 25 cents per page, to be paid in advance.

Name	Date of Request
Address	Need Inspection Only _____  Need Copies _____
Telephone Number	

Information and/or Documents Requested (Please be specific):

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Date of Notification to Requesting Party _____	Cost _____
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