



Series 1000/Community Relations

E 1340/Access to District Records

### REQUEST FOR PUBLIC RECORD

Name of Person Making Request: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

Name or Description of Document(s) Requested: (be specific) \_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In compliance with California State Codes governing release of public documents, the Ross Valley School District has 10 days within which to make a determination that the documents requested are public records.

Under Government Code Section 6253 9 (c), the district has "reasonable time" to fulfill your request and has the right to charge for reimbursement of costs. Should you wish to have photocopies of the document(s); copies will be provided at a charge of \$0.25 per page to cover the costs of copying.

You may have the option of scheduling an appointment to review the document(s) in question with a member of the Superintendent's staff. Please check the appropriate box below.

Request for appointment

Copies only

Signature of Person Requesting the Document(s) \_\_\_\_\_

Date of Request \_\_\_\_\_ Date Received by District \_\_\_\_\_