

Public Request for Open Records Form

Montezuma-Cortez School District RE-1 public school records shall be available for inspection during regular business hours upon request made to the custodian of the record. Inspection of the record shall take place where designated by the custodian of the record, and will not be disruptive to the operations of the office, and shall be done in the presence of the custodian of the record. There is no duty to create a public record that does not already exist. If more than one hour of staff time will be required to respond to the request for records, such staff time in excess of one hour shall be charged to the person seeking access at a rate of \$33.58 per hour, to be paid prior to inspection of the records. Copies may be furnished upon request and within a reasonable time and will cost \$.25 per page, to be paid in advance.

Date of Request: _____

Person Requesting Information

Name: _____

Mailing Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Email Address: _____

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

Need Inspection Only: _____ **Need Copies:** _____

Reason for Requesting Information and/or Documents:

For office use:

Date of Notification to Requesting Party _____ Cost _____

Approved: _____ Denied: _____ By: _____

Reason Denied:

Confidential Personnel Record: _____ Confidential Student Record: _____

Does Not Exist: _____ Other: _____ Explain: _____