

# CLEVELAND SCHOOL DISTRICT PUBLIC RECORDS ACCESS REQUEST

Name of Requesting Party \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_

Nature, location and description of record(s) sought:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Request for inspection of records: \_\_\_\_\_ Yes \_\_\_\_\_ No

Request for duplication of records: \_\_\_\_\_ Yes \_\_\_\_\_ No

I agree to be financially responsible for all charges assessed by the district as actual costs incurred in searching, reviewing and/or duplicating the public records described above.

Signature: \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

**Charges:**

- Photocopying: 1.50 cents per page, with a minimum charge of \$5.00 per search.
- Searching and Reviewing: An hourly charge of \$15.00 or any staff time or contractual services included in actual cost shall be at the pay scale of the lowest level employee or contractor competent to respond to the request. Such fees shall be collected by the district in advance of complying with the request.
- Postage: Actual cost of postage shall be assessed for all records mailed.

Any request which will require considerable assistance of school personnel for searching and reviewing shall be subject to a minimum deposit of \$25.00. In the event that the actual cost is found to be less than \$25.00, the balance shall be refunded to the originator of the request at the appointed time for the inspection and/or duplication.

Return form to: Cleveland School District  
Office of the Superintendent  
Records Request  
305 Merritt Drive  
Cleveland, MS 38732