



REQUEST FOR PUBLIC RECORDS

Superintendent | PIO Office

Date: _____

CONTACT INFORMATION

Individual/Organization Name: _____

Contact: _____

Address: _____ City/State/Zip: _____

Phone: _____ Email: _____

REQUEST INFORMATION

Nature of Request:

- Opportunity to review public records (No original may leave the PIO office)
- Copies of public records

I hereby request copies of the following public records:

(A detailed description of the specific records requested must be provided. Please attach additional sheets if needed.)

Purpose of Request:

I have requested public records of the School District for a noncommercial purpose. I understand that if the records should be used for a commercial purpose, a verified statement of the purpose must be submitted per A.R.S. 39-121.03.

A fee shall be levied on each request to cover the cost of making copies, staff time, computer time, etc. Fees will be collected prior to releasing material. The fees will be based upon the following:

- 10¢ per copy for materials indicated as Joint Governing Board minutes, agendas, financial records, contracts, courses of study, or statistical summaries.
- 35¢ per copy for materials not listed above that require additional clerical and/or professional staff time to make available.
- Actual cost, if available, will be assessed.
- Free copies shall be furnished if they are to be used in claims against the United States.

Arizona Revised Statutes requires information to be provided in a timely manner. West-MEC will work diligently to be responsive.

Signature of Requester

Date