

**PROCEDURES FOR OPEN RECORDS  
REQUESTS**

- 1.** The receptionist will provide an open records request form to any individual requesting copies of open records. The individual making the request must submit the request in writing.
- 2.** The individual making the open records request must sign the form, which clearly states what is being requested.
- 3.** The superintendent, his designee, and/or the school attorney will review the request.
- 4.** The appropriate personnel will then gather the documents.
- 5.** The open records request custodian will then estimate the number of pages and/or research involved. This information will be relayed to the receptionist who will then communicate with the person making the open records request about the estimated dollar amount.
- 6.** Once the requestor confirms their request, the open records custodian will compile the requested documents.
- 7.** The open records custodian will review the information to insure its completeness, accuracy, and confidentiality. The request will then be forwarded to the receptionist.
- 8.** The receptionist will let the person making the request know the document requested is ready for pick-up.
- 9.** The request may be mailed or picked up in person. Cost of postage will be included. No requests will be faxed. In event the documents are mailed, the date of mailing will be indicated on the open request form.
- 10.** A copy of the requested document(s) will be kept on file.