

RELEASE OF INFORMATION
(Request to Examine and/or Copy District Records)

Public Access

Records of the Board except those specifically exempted by statute and/or properly closed by the Board are open to public inspection at the office of the superintendent. Persons desiring to examine records that are not exempt from public disclosure may do so during regular working hours. Regular working hours shall be posted at the main entrance of the central office and at each school building, as appropriate.

Records Requested From

District Name: Clinton School District #124
Name of District-Appointed Custodian: _____
District Address: _____

Records Requested By

Name: _____ / _____ / _____
Address: _____
Phone: _____ Date: _____

Specify in detail the record(s) requested. Attach another page, if necessary.

Signature of person requesting record(s) Date

Please attach requests made by letter or FAX to this form.

Any fees associated with the cost of document search and duplication may not exceed actual copying costs.

FILE: BDDL-AF
Critical

For Office Use Only

Records Request: Approved Not Approved (explanation attached)

Request Received By: _____ Date: _____

Request Referred to (if applicable): _____ Date: _____

Request Complied with By: _____ Date: _____

* * * * *

Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.

Implemented: 11/20/2000

Legal Refs: §§ 610.023, .026, .028, RSMo.

Clinton School District #124, Clinton, Missouri