



EAST OTERO SCHOOL DISTRICT R-1 Public Request for Open Records Form

La Junta Public Schools records are public unless otherwise protected from disclosure and 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 \$20 per hour. Copies may be furnished upon request and within a reasonable time and will cost \$.25 per page.

Person Requesting Records

Name

Date of Request

Address

City

State

Phone Number

____ Need Inspection Only

____ Need Copies

Records and/or Document Requested (please be specific):

Reason for Requesting Records and/or Documents:

Approved _____ By: _____

Denied _____ By: _____

Cost _____ Date Released to Requesting Party _____

Approved July, 2011