



Lemoore Union Elementary School District

REQUEST FOR PUBLIC RECORDS

A “public record” is any writing (whether typed, handwritten, printed, photographed, or electronically transmitted) containing information related to the public’s business that is prepared, owned, used, or retained by a state or local governmental agency.

Any person may request access to public records of any state or local government agency which it has in its possession.

If you would like to inspect, request a copy of, any public record in the possession of the Lemoore Union Elementary School District, please complete this form and submit it to Human Resources Department at the address listed below.

| | | | |
|-----------------------------------|--|----------------|--|
| Date of Request: | | Date Received: | |
| Name: | | | |
| Mailing Address: | | | |
| City, State, Zip Code: | | | |
| Phone (day/evening): | | Cell Phone: | |
| Description of item(s) requested: | | | |
| | | | |
| | | | |

Please check appropriate box(es) below:

- Inspection. *Public records may be inspected free of charge.* The Human Resources Department will contact you to arrange for your inspection during normal business hours.
- Copies. \$.10 per page. *Requests for copies of 10 pages or fewer shall be free of charge for a maximum of one request per month.*
- If document(s) are available in PDF format and can be emailed, there will be no charge. Please provide email address: _____
- DVD \$10 each

Sub-total: \$ _____

Total Cost of Request: \$ _____

Method of Payment:

- Cashier’s Check or Money Order – *made payable to: Lemoore Union Elementary School District*
- Cash – *Must have exact amount*

Human Resources Department Use Only

Date Received: _____

Information Provided By: _____

Date: _____

1200 West Cinnamon Drive • (559) 924-6800 • FAX (559) 924-6809

Mailing Address: 100 Vine Street • Lemoore, CA 93245

On the Web: www.luesd.k12.ca.us