

APPLICATION FOR ACCESS TO PUBLIC RECORDS

TO: (Principal) (Business Manager)  
[Cross one out]

Beresford School District #61-2  
301 West Maple Street  
Beresford, SD 57004-2107

I hereby apply to (inspect) (copy) the following record:  
[cross one out]

\_\_\_\_\_  
\_\_\_\_\_

**NOTE:** The charge for copying records not exceeding 9 x 14 inches shall be 50 cents per page, and for other sizes it shall be the actual cost of reproduction, unless otherwise specified by law.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Representing

\_\_\_\_\_  
Mailing Address

=====

Approved \_\_\_\_\_

Denied \_\_\_\_\_

Record of which the district is Legal Custodian cannot be found.  
\_\_\_\_\_

Record is not maintained by this district. \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

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NOTICE: You have a right to appeal a denial of this application to the superintendent:

(Superintendent)  
301 West Maple Street  
Beresford, SD 57004-2107  
(605) 763-5012

who must fully explain his or her reasons for such denial in writing seven days of receipt on an appeal by signing below and filing this form with the superintendent within thirty days after the date thereof.

I hereby appeal:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

{Reviewed November 2013}