



Kelso School District No.458

Request for Public Records

| | | | |
|-------------------|---------------|------|-----|
| NAME | DATE | | |
| FIRM/ORGANIZATION | | | |
| ADDRESS | TELEPHONE NO. | CELL | FAX |
| CITY/STATE/ZIP | E-MAIL | | |

Provide a specific description of the public record(s) you are requesting including the date of the record or time period.

Select preference for reviewing or receiving records.

I prefer paper copies of records

I prefer electronic records

PLEASE NOTE:

The District will calculate the estimated costs of collecting, printing and/or scanning and notify you of the total amount after the requested records are identified. The District may require a deposit to be paid before the District begins collecting, printing and/or scanning the requested records. No documents will be released until full payment is received.

FEES: \$0.15/ page Documents
Actual cost Maps, computer disks, binders, etc.
Actual cost Postage charges for mailing requested records

Send completed form to
public.records@kelsosd.org
to begin your public records request.