

Banning Unified School District

REQUEST FOR COPIES OF DISTRICT RECORDS

EXHIBIT #1340

In accordance with Board Policy/ Administrative Regulation #1340, copies of District records will be furnished at the cost of \$1.50 for the first page and ten cents (.10) per page for each page thereafter. Mailing costs will be added to the above. An hourly fee of \$20.00 will be charged when staff research time in excess of one-quarter (1/4) hour is required. All requests must be submitted to the Superintendent or Superintendent's Designee. Within ten (10) days of receiving any request for a copy of records, the Superintendent or Designee shall determine whether to comply with request and immediately notify the person making the request of his/ her decision.

DATE OF REQUEST: \_\_\_\_\_

NAME OF REQUESTOR: \_\_\_\_\_

COMPANY (IF APPLICABLE): \_\_\_\_\_

ADDRESS OF REQUESTOR: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

RECORD(S) REQUESTED: \_\_\_\_\_

\_\_\_\_\_

REASON FOR REQUEST: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

FOR OFFICE USE ONLY

DATE REQUEST RECEIVED: \_\_\_\_\_

DATE REQUEST APPROVED \_\_\_\_\_

DATE REQUEST DENIED \_\_\_\_\_

IF DENIED, BASIS FOR DENIAL: \_\_\_\_\_

\_\_\_\_\_

CHARGE FOR REQUESTED RECORDS (DUE UPON RECEIPT OF RECORDS)

1 PAGE @ \$1.50  
\_\_\_\_\_ PAGES @ .10 PER PAGE  
\_\_\_\_\_ MAILING COST  
\_\_\_\_\_ TOTAL CHARGE

DATE RECORDS RELEASED: \_\_\_\_\_