

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: _____