



Boulder Valley School District

File: KBA-R, E-1

Revised: December 6, 2006

PUBLIC REQUEST FOR OPEN RECORDS FORM

Boulder Valley Public Schools records are public unless otherwise protected from disclosure and shall be available for inspection during regular business hours upon request made to the custodian of the record. Inspection of the record shall take place where designated by the custodian of the record, and will not be disruptive to the operations of the office, and shall be done in the presence of the custodian of the record. There is no duty to create a public record that does not already exist. If more than one hour of staff time will be required to respond to the request for records, such staff time in excess of one hour shall be charged to the person seeking access at a rate of \$20 per hour, to be paid prior to inspection of the records. Copies may be furnished upon request and within a reasonable time and will cost 25 cents per page, to be paid in advance.

Date of Request: _____

Person Requesting Information

Name: _____
Mailing Address: _____
City, State, Zip Code: _____
Telephone Number: _____
Email Address: _____

Information and/or Documents Requested (Please be specific):

Need Inspection Only: _____ **Need Copies:** _____

Reason for Requesting Information and/or Documents:

For office use:	
Date of Notification to Requesting Party _____	Cost _____
Approved _____	By: _____
Denied _____	By: _____
Reason Denied:	
Confidential Personnel Record _____	Confidential Student Record _____
Does Not Exist _____	Other _____ Explain