

REQUEST FOR PUBLIC RECORDS

KBA-F1

Name: _____

Address: _____

Phone: _____

I am making this request as a (check one):

____ Citizen of the Commonwealth of VA

____ Member of the Press

____ News Organization _____

**OFFICIAL PHOTO ID MUST BE
PRESENTED PRIOR TO INSPECTION OF
RECORDS OR RECEIPT OF COPIES.
(Legible photocopy acceptable with faxed
or mailed requests.)**

<u>STAFF USE ONLY</u>	
Date Request Received:	_____
Request Made (check one)	
On this form	
By telephone	
_____ In writing other than on this form	(attach original request)
_____ In Person	
_____ Other	_____
Date Response Sent:	_____
Identification Verified:	_____ Type: _____
Number:	_____
Date Inspection Made: (attach record)	_____
Itemized Cost Statement Attached:	_____
Staff Names:	_____

The following records are requested (please be as specific as possible, and attach additional paper, if necessary).

Reasonable cost for copying, search, and computer time may be assessed in connection with this request. A current schedule of costs appears in Policy Regulation KBA-R.

_____ Check here to request advance determination of cost.

(Signature)

(Date)

Return completed form to:
Attn: Paula Giammatteo, FOIA Officer
Mecklenburg County Public Schools
175 Mayfield Drive, P.O. Box 190
Boydton, VA 23917
PH: (434) 738-6111 FAX: (434) 738-6679