

REVIEWING PUBLIC RECORDS IN PERSON

INSTRUCTIONS: This form must be completed when a request for public records was properly made and submitted on form H175-E, the District informed the Requester in writing that the request was granted, and the Requester elected to review and inspect the record(s) in person. As the Requester has elected to review and inspect the record(s) in person, instead of being provided a copy, fees will not be charged.

The Requester will inspect records only at the office or location where they are regularly maintained, during regular business hours, in the presence of a District staff member. The Requester may not take any records with him or her, nor make any copies (including a photograph from their cell phone) of said records. If the Requester is unsatisfied with the records produced for inspection, he or she may submit a revised request through the process described in Policy H175.

The District staff member will complete this form, the Requester will sign it, and the completed form must be submitted to the Superintendent at the District Central Office.

To be completed by District employee

Date the Request for Public Records on Form H175-E was received by the District: _____

Date the District informed the Requester that the request was granted: _____

Date determined for the Requester to inspect records in person: _____

Location of inspection: _____

Time of inspection: _____

Name of District staff member who remained with Requester throughout inspection: _____

Describe the records reviewed:

Additional Notes (i.e., if Requester expressed a desire to make copies, if Requester appeared to take photographs of a record with his or her phone, etc.):

I certify that I remained with the Requester throughout the entirety of his or her inspection of records. To the best of my knowledge, the Requester did not take any records with him or her, nor did he or she make a copy, including a photograph, or any records.

Signature

Printed Name

Date

To be completed by Requester

I reviewed the above-described records in person, in the presence of a District staff member for the entirety of my inspection. I was not charged a fee. I certify that I did not take any records with me nor did I make a copy, including a photograph, of any records. I understand that if I require any further records, I must submit a request for public records in writing on form H175-E, pursuant to Board Policy H175. I understand that if I now desire copies of any records I reviewed in person today, I must contact the Superintendent to arrange payment for copies in accordance with Board Policy H175.

Signature

Printed Name

Date