

NORTH LAWRENCE COMMUNITY SCHOOLS ACCESS TO PUBLIC RECORDS – REQUEST FORM

Instructions for request for Public Records:

- Please fill out the following form completely.
- All requests must be delivered to the Director of Communications at the NLCS Administration Building. A request will be deemed received, for purposes of I.C. §5-14-3, once it has been received by the Legal Department. Requests may be delivered to:

In Person / Mail

Director of Communications
NLCS Administration Building
460 W Street, PO Box 729
Bedford, IN 47421

Email:

recordrequest@nlcs.k12.in.us

Fax:

812-275-1544

- A request for public records must specify the particular records being requested. Please include any relevant information, such as names, addresses, date ranges, that will help clarify the request. A request that simply poses a question, without identifying specific records or documents, may be denied.

(Please Print)

Name of person _____

Requesting access: _____ Phone: _____

Organization _____

Person represents: _____ Fax: _____

Address: _____

Date/time of request: Date: _____ Time: _____

Specific description of records being requested: _____

This is for: _____ permission to inspect records as described above

_____ a copy of records as described above

North Lawrence Community Schools shall charge fees pursuant to I.C. §5-14-3-8.

(Signature of person requesting records)