



ROSS SCHOOL DISTRICT
PO Box 1058 / 9 Lagunitas Rd
Ross, CA 94957
415-457-2705 x.212

REQUEST FOR PUBLIC RECORD

NAME		DATE	
FIRM/ORGANIZATION			
ADDRESS		TELEPHONE	CELL PHONE FAX
CITY/STATE/ZIP		E-MAIL	

In compliance with California State Codes governing release of public documents, the Ross School District has 10 days within which to make a determination that the documents requested are public records.

Under Government Code Section 6253 (c), the district has "reasonable time" to fulfill your request and has the right to charge for reimbursement of costs. Should you wish to have photocopies of the document(s); copies will be provided at a charge of \$0.10 per page to cover the costs of copying.

You may have the option of scheduling an appointment to review the document(s) in question with a member of the Superintendent's staff. Please check the appropriate box below.

Provide a description of the public records you are requesting that is sufficiently specific for RSD to identify and locate the records. (Use additional pages if necessary)

Request appointment to view documents

Copies only

Signature of person requesting document

Date

DELIVER/MAIL/FAX/EMAIL YOUR REQUEST TO:

Ross School District
ATTN: Superintendent's Office
PO Box 1058
Ross, CA 94957
(415) 457-2705 x. 212
FAX (415) 457-8923
publicrecordsrequest@rossbears.org

.....For RSD Office Use Only.....

Request Completed by: _____

Date Completed: _____

Time Required to Complete Request (Min/Hrs/Days): _____

Amount Paid for Copies: _____

Records Delivered Via: Mail In Person Email Fax

Board Approved: January 13, 2016