



REQUEST FOR PUBLIC RECORDS

Requests for Public Records may be made in person, verbally, in writing, or via email. The use of this form is optional, but requests must include a description of the records requested with sufficient clarity to allow the Tri-County Board to identify, retrieve, and review the records; and information on how the requested records are to be delivered, as appropriate. Requesters are not required to provide their identity nor the intended use of the requested Public Record. Please see www.tcbmds.org/108 for the complete text of Board Policy 108 Public Records.

Date request received by the Tri-County Board _____

Method of Request: In Person Verbal (telephone) Written letter Email Other _____

Name of Requester (only if voluntarily provided; requests can be pseudonymous or anonymous):

Address of Requester (Required for mail delivery, if requested): _____

Phone number of Requester (optional): _____

Email address of Requester (optional; required if delivery method requested is via email): _____

Description of Records: _____

Desired format*: Paper Digital files (eg. CD, DVD, USB drive) Email Other _____

Method of Receipt*: Pick up in person at Board office USPS standard mail Email Other _____

**Depending on format, number of documents requested, and method of delivery, costs may be incurred by the requester. For calculated costs exceeding \$10, the requester will be required to pay in advance. See www.tcbmds.org/108 for how costs are calculated.*