

Name:

Public Records Request Form

Iowa's public records law allows for any person to make a request to local and state government agencies. Please review Board Policy 1005 Public Examination of School District Records prior to completing this fillable form. All fields in **bold** are required. Every effort will be made to fulfill a request in a timely and efficient manner. State law allows 10 to 20 days for a record request response to be completed.

Street Address:		
Address Line 2:		
City:	State/Province/R	egion:
Zip/Postal Code:	Country:	
Email:		
Phone:		
I am requesting the opportunity to:	Inspect Pho	tocopy
compile the requested information. The distriction other than copying costs for a record which the reduction or review of legally protected crecords. Printing of materials for the public and the school district	ict will make every effort to pro akes less than thirty minutes to confidential information may als	produce. Costs for legal services utilized for so be assessed to the individual requesting the rict will only occur when the event is sponsored

I am requesting the following record(s):

Please describe the records precisely, including name(s), date(s), format/medium, and any other necessary data.

Return completed form to UCSD Board Secretary Julie Mitchell mitchell@urbandaleschools.com or in person at the UCSD District Administration Office 11152 Aurora Avenue, Urbandale, IA 50322