

# BERKELEY SCHOOL DISTRICT NO. 87

## Written Request for District Public Records

All requests to inspect and/or to obtain a copy of a School District 87 record must be made in writing. This form is provided for convenience – its use is not required. Please submit all requests to the District's Freedom of Information Officer. Copying fees, if any, must be paid before copies will be provided. The Freedom of Information Officer can give you an estimate of the copying fees, if any.

Name of individual(s) & Organization requesting District records			Email Address		
Address			Telephone Number		
City	State	Zip	Date of Request		

Please check if this request of records is being made for a commercial purpose. Section 2 of the Freedom of Information Act states: "*Commercial purpose* means the use of any part of a public record or records, or information derived from public records, in any form for sale, resale, or solicitation or advertisement for sales or services. For purposes of this definition, requests made by news media and non-profit, scientific, or academic organizations shall not be considered to be made for a "commercial purpose" when the principal purpose of the request is (i) to access and disseminate information concerning news and current or passing events, (ii) for articles of opinion or features of interest to the public, or (iii) for the purpose of academic, scientific, or public research or education. Section 3.1 states: "It is a violation of this Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the public body."

Please check if a fee waiver or reduction is being requested. Section 6 of the Freedom of Information Act states: "Documents shall be furnished without charge or at a reduced charge, as determined by the public body, if the person requesting the documents states the specific purpose for the request and indicates that a waiver or reduction of the fee is in the public interest. Waiver or reduction of the fee is in the public interest if the principal purpose of the request is to access and disseminate information regarding the health, safety and welfare or the legal rights of the general public and is not for the principal purpose of personal or commercial benefit."

Please indicate your reason for requesting a fee waiver: \_\_\_\_\_

Record description ( <i>Please be specific</i> )	<i>Check if you are requesting:</i>		
	Electronic Copy	Inspection	Copy

**Copy Fees:** For black & white, letter or legal sized copies, the first 50 pages are free, any additional pages will be charged at .15 cents per page. Color and abnormal size copies will be charged the actual cost incurred by the District. Fee for certification of a document is \$1.00. Records in electronic format shall be the actual cost incurred by the District.

**FOR OFFICE USE ONLY:**

The District's response and records were accessed by: \_\_\_ In House Inspection \_\_\_ Pick-Up \_\_\_ Mail \_\_\_ Fax \_\_\_ E-Mail

Date Request Received: \_\_\_\_\_

Date Response Due: \_\_\_\_\_

Date Request Forwarded: \_\_\_\_\_

AMOUNT \$ \_\_\_\_\_ CASH \_\_\_\_\_ CHECK # \_\_\_\_\_

FOIA OFFICER: \_\_\_\_\_