

**REQUEST FOR RECORDS**

DATE OF REQUEST: \_\_\_\_\_

INDIVIDUAL AND/OR COMPANY MAKING REQUEST:

\_\_\_\_\_

RECORDS REQUESTED: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

RECORDS SOUGHT TO BE INSPECTED OR DUPLICATED: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

REQUEST:      \_\_\_\_\_ APPROVED                                  \_\_\_\_\_ DENIED

\_\_\_\_\_  
DENNIS MCNAMARA, SUPERINTENDENT

The above records were presented to the above individual(s) and/or company for inspection or duplication on: \_\_\_\_\_

The reason(s) for denying the records (or portion of the records) requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The following records were provided as requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Individual Receiving Records

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Employee Providing Records

\_\_\_\_\_  
Date