

Lebanon Community Schools

Code: **KBA-AR (2)**
Revised/Reviewed: 12/8/04; 1/20/11
Orig. Code(s): KBA-AR (1)

Request for Inspection or Copy of Public Records

In compliance with ORS 192.430 I am making the following request for public records.

Inspection Only Copy Both

Note: Inspection must occur at the designated district facility during normal office hours.

Record(s) Requested (be as specific as possible):

1. _____
2. _____
3. _____
4. _____

Name (Please Print): _____

Address: _____

Phone: _____ Date of Request: _____

Signature: _____

Office Use Only

Approved for Release: _____ Date: _____
Supt. Or Designee Signature

Comments: _____

Total Fee: _____ Fee Paid (date): _____

Basis for Fee: _____

District Employee Signature: _____