



FOIA (Freedom of Information Act) Request to Inspect Records

Requests to review public records or for copies of district information may be submitted via phone to the Communications/Media Relations office at 319-447-3005 or via email to Matthew May, Communications/Media Coordinator, at mmay@linnmar.k12.ia.us.

Requestor Information: *(Please Print)*

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

I Request To: *(Please check one of the following)*

- Review the following
- A photocopy of the following

Please describe which public records of the Linn-Mar Community School District you are requesting to review or photocopies of. ***Please be as specific as possible.***

The following charges will be applied and are due upon receipt of information:

- **Photocopies:** 10¢ per side
- **Clerical Costs:**
 - Actual cost, per hour, of employee time and any legal fees associated with review and/or retraction of records as allowed by Iowa Code Section 22.3(2)
 - In determining actual cost, a series of requests from one person or organization in a 30-day period or a series of requests from persons in a single organization may be aggregated

Requests will be completed as quickly as possible but may take up to two weeks for processing.

This Section to be completed by the Communications/Media Relations Office:

Date Request Received: _____ Date Completed: _____

Time Needed to Fulfill Request: _____

Name of Employee Completing Request: _____

Title of Employee Completing Request: _____