



## FOIA (Freedom of Information Act) Request to Inspect Records Form

Requests to review public records or receive copies of District information may be made by phone to the District Communications Office at (319) 447-3005 or electronically at [mmay@linnmar.k12.ia.us](mailto:mmay@linnmar.k12.ia.us).

I request the opportunity to  
(CIRCLE ONE)

inspect or a photocopy

the following record (s). Please describe records precisely.

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Please be aware of the following charges. Requests will be completed as quickly as possible but may take up to two (2) weeks for processing.

Clerical costs: \$25.00 per hour  
Photocopies: \$0.10 per side

### Requestor Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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***The following information will be used by the Information Services Office to track requests.***

Date of Request \_\_\_\_\_ Time Needed to fulfill request: \_\_\_\_\_ Completed: \_\_\_\_\_

Communications Office  
Linn-Mar Community School District  
2999 N. Tenth St.  
Marion, IA 52302  
(319) 447-3005  
[mmay@linnmar.k12.ia.us](mailto:mmay@linnmar.k12.ia.us)