



Jackson-Madison County School System

1. This page shall serve as a written request for copies of a public and/or as a record of the inspection.
2. If a copy is requested, it will be made available at the School Service Center within seven (7) business days, unless additional time is needed. If additional time is needed, the records custodian will furnish the requestor a completed records request response stating the time reasonably necessary to produce a copy of the records. Before a copy is made, the records custodian shall provide the requestor with an estimate of the reasonable costs to provide copies of the requested material.
3. A fee of \$0.15 per page will be charged for black and white copies. If a public record is maintained in color, the records custodian shall advise the requestor that the record can be produced in color if the requestor is willing to pay a charge of \$0.50 per page. If the requestor requests a color copy, color copies will be provided at a fee of \$0.50 per page.
4. A document printed on both back and front shall be considered two pages.
5. The fee of \$0.15 or \$0.50 per page will be waived for the first two pages of a document.
6. Payment will be made to the School Service Center or Madison County Finance Department by exact cash or money order, prior to release of the documents.

Name of requestor (print or type): _____

Requestor's address: _____

Requestor's phone number: _____

Request for - check box(es):

- Inspection
- Copies/duplicate

Detailed description of requested record(s), including relevant date(s) and subject matter:

Records Custodian to fill out:

Number of pages to be copied (estimate/exact):

- Black & white (\$0.15/page)*
- Color (\$0.50/page)*
- Legal sized (additional cost)*

Labor cost (estimate/exact):

Signature of Requestor

Date Records Requested

Signature of Records Custodian

Date of Receipt of Request

Delivery/Retrieval of Records

Signature of Requestor

Date Records Retrieved

Signature of Records Custodian

Date Records Retrived/Delivered/Inspected