

**REQUEST FOR PUBLIC RECORDS  
ADAMS COUNTY SCHOOL DISTRICT 50**

This form will assist us in processing your public records request. Clearly defining the records, which are sought, is critical to a timely and accurate response. Thank you for your assistance.

Person Requesting Records

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Firm you represent (if any) \_\_\_\_\_

When do you want these records? \_\_\_\_\_

Do you prefer to have copies of these records, or view them at our offices?  
(In some cases, viewing of our records may not be allowed, and photocopies may be provided instead.)

\_\_\_\_\_ Copies

\_\_\_\_\_ View at office

Please identify the documents that you wish to review. Please be as specific as possible, using a separate page if necessary.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**REQUEST FOR PUBLIC RECORDS  
ADAMS COUNTY SCHOOL DISTRICT 50**

Check one:

\_\_\_\_\_ I am only seeking records which are dated between \_\_\_\_\_ and \_\_\_\_\_.

\_\_\_\_\_ I am seeking all records described, regardless of date.

Note: Unless you specify otherwise, your request will be assumed to apply only to documents stored on paper or microfiche; generally, retrieval of documents stored electronically is significantly more expensive. See information below regarding electronic records.

Because we must comply with the Colorado Public Records Act, certain documents, such as those containing individual student or employee information, are confidential and we are not able to release them except to the one who is the subject of the record (or the parent/guardian of such a person) or in response to a subpoena. Requests for such records will be denied. If we deny access, you may request a written statement citing the law or regulation under which access is denied.

Also, if the records are "in active use, in storage or otherwise are not readily available" we will let you know that at the time of the request and give you an idea of when the documents can be provided.

By signing below, you represent that you are not a party to a lawsuit against the School District or one of its employees, and that you are not acting on behalf of such a party. (In such cases, the Colorado Rules of Civil Procedure, and not the Adams County School District 50 records policy, applies.)

Form completed by (please sign and print your name below)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date