

Geneva City Board of Education 511 Panther Drive Geneva, AL 36340 (334) 684-1090 (334) 684-3128 fax

Public Records Request Form

Complete and submit this form to make a public-records request. All fields must be completed with accurate information for your request to be processed.

Payment of fees may be required before your request is fulfilled.

Requestor's contact information:

Name:
Phone Number:
Email Address:
Street Address:
Agency you are requesting public records from:
Date of Request:
I am willing to pay up to \$ in processing fees without prior notice by the agency.
Records requested (must be specific as possible, request that are overly broad may qualify as time-
intensive request and will take longer to respond to):