

**The School Board of Gadsden County, Florida  
PUBLIC RECORDS REQUEST FORM**

Date: \_\_\_\_\_

To Whom It May Concern:

I am writing to request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ pursuant to the Public Records Act, Chapter 119  
of the Florida Statutes.

This request includes copies of every document related to the matter, regardless of the format in which the information is stored.

If you refuse to provide this information, Chapter 119 requires you to advise me in writing and indicate the applicable exemption to the Public Records Act. Also, please state with particularity the reasons for your decision, as required by Section 119.07(2)(a). If the exemption you are claiming only applies to a portion of the records, please delete that portion and provide photocopies of the remainder of the records, according to Section 119.07(2)(a).

I agree to pay the actual cost of duplication as defined in Section 119.07(1)(a). However, if you anticipate that in order to satisfy this request, "extensive use" of information technology resources or extensive clerical or supervisory assistance as defined in Section 119.07(1)(b) will be required, please provide a written estimate and justification.

I request these records be made available by \_\_\_\_\_  
Date

Sincerely,

\_\_\_\_\_  
Signature

\_\_\_\_\_

\_\_\_\_\_  
Address

Phone Number: \_\_\_\_\_

**For Office Use Only**

Received \_\_\_\_\_

By: \_\_\_\_\_

**I hereby acknowledge receipt of the above public records request.**

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

**Note: Questions regarding the completion of this form should be directed to Dahlia Bibb-Mitchell, Administrative Assistant, at 850.627-9651 Extension 1232.**