REQUEST FOR GOVERNMENT RECORD

INSTRUCTIONS:

Government records not exempt from public access may in inspected, examined and copied during regular business hours at the Office of the Custodian of Government Records. Copies may be purchased upon payment of the reproduction fee prescribed.

Special Service Charges will be added where the requested records are voluminous, are not in the format or medium requested, cannot be reproduced by ordinary document copying equipment, reproduction requires a substantial amount of manipulation or where extensive use of information technology is required.

Completion of items 1, 2 and 3 is optional. If you prefer to deliver this form anonymously, you must arrange to return to the Office of the Custodian of Government Records to pay any fees required and to receive access to the requested documents. A deposit may be required from anonymous requestors.

Payment of the applicable Reproduction Fee and any Special Service Charges must be made prior to release or transmission of the record.

A statement of your rights to access government records of the College and your rights to appeal a denial of access is set forth on the last page of this request form.

Where additional space is required, you may attach additional sheets to this form.

1. Name of Requestor ____________________________________________

2. Address of Requestor __________________________________________

3. Telephone number or other means of contacting the requestor _______________

4. Description of the government records to be (circle applicable words) examined, reproduced, transmitted:

____________________________________________________________________

____________________________________________________________________
5. If you wish the above records to be duplicated or transmitted, indicate:

   a. How many copies you wish to receive __________

   b. Check the method of receiving the record(s) and provide an address/number:

       Records will be picked up ___
       Mail ___________________________
       Fax ___________________________
       E-mail _________________________
       Other __________________________

6. If you wish the above records to be reproduced by a means other than ordinary copy equipment in ordinary business size and format, describe the special reproduction requested. (NOTE: A Special Service Charge may be imposed for this service.)

7. If the records are not electronically formatted and you wish the College to convert the records to electronic format, describe the conversion and transmission format you are requesting. (NOTE: A Special Service Charge may be imposed for this service.)

__________________________  ____________________________
Date Signed                  Signature of Requestor
THE SECTION BELOW IS TO BE COMPLETED BY THE CUSTODIAN OF GOVERNMENT RECORDS

Date form was received

Method of delivery of request to Custodian

Inspection, reproduction, transmittal of the requested documents is

GRANTED______ DENIED______

GRANTED IN PART______ (DESCRIBE PART DENIED)__________________________

REASON FOR DENIAL

_____________________________________________________________________

_____________________________________________________________________

The records for which access is granted will be available by _________________

The records cannot be produced within the time otherwise specified because

_____________________________________________________________________

_____________________________________________________________________

Reproduction Fee $__________

Special Service Charge $__________

Deposit Required $__________

Date form returned to requestor

Date request fulfilled __________________ Signature of Custodian