



# FOIA (Freedom of Information Act) Request to Inspect Records

Requests to review public records or for copies of district information may be submitted via phone to the Communications/Media Relations office at 319-447-3005 or via email to Caitlin Wiedenheft, Communications Assistant, at [caitlin.wiedenheft@linnmar.k12.ia.us](mailto:caitlin.wiedenheft@linnmar.k12.ia.us).

**Requestor Information:** *(Please Print)*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**I Request To:** *(Please check one of the following)*

- Review the following
- A photocopy of the following

Please describe which public records of the Linn-Mar Community School District you are requesting to review or photocopies of. ***Please be as specific as possible.***

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The following charges will be applied and are due upon receipt of information:

- **Photocopies:** 10¢ per side
- **Clerical Costs:**
  - Actual cost, per hour, of employee time and any legal fees associated with review and/or retraction of records as allowed by Iowa Code Section 22.3(2)
  - In determining actual cost, a series of requests from one person or organization in a 30-day period or a series of requests from persons in a single organization may be aggregated

*Requests will be completed as quickly as possible but may take up to two weeks for processing.*

**This Section to be completed by the Communications/Media Relations Office:**

Date Request Received: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Time Needed to Fulfill Request: \_\_\_\_\_

Name of Employee Completing Request: \_\_\_\_\_

Title of Employee Completing Request: \_\_\_\_\_