TUCSON UNIFIED SCHOOL DISTRICT

Request for Public Documents | Policy KDB-E1

This form is intended for the request of "Public Documents" ONLY.

Date _____

Name _____

Address _____

City, State, Zip _____

Telephone _____

Email _____

List of Public Documents Requested:
Please list the public documents you desire. (Be specific)

1. _____
2. _____
3. _____
4. _____
5. _____

Please read the following statements and sign below:

☐ Commercial Use — This request for school district public documents is for a commercial purpose. A statement of the purpose is attached pursuant to A.R.S. §39-121.03. I agree to pay the commercial fee.

_____ Signature _____ Date

☐ Non-commercial Use — I have requested public documents of the school district for a non-commercial purpose.

_____ Signature _____ Date

Notice: Fees for the cost of reproducing public documents for non-commercial purposes will be assessed as follows:

- No charge for viewing records
- $.50 per page of a paper copy
- $12.00 per videotape, digital video disc (DVD), or compact disc (CD)
- $5.00 minimum charge for commercial requests

You may submit a completed form by mail, fax, or e-mail:

- Mailing address: TUSD Public Records, 1010 E. 10th Street, Room 42, Tucson, Az 85719
- Phone number: 520-225-6502
- Fax number: 520-225-6187
- E-mail address: Email Public Records (PublicRecords@tusd1.org)

EXPECTED COMPLETION DATE:_____

ACTIONS TAKEN TO FILL REQUEST

Date	Action
	Total cost charged requesting party $_____
	Assignment completed by _____