

**KDB-E
PUBLIC RECORDS – PUBLIC'S RIGHT TO KNOW
FORMS**

FORM

**REQUEST FOR PUBLIC RECORDS
ADAMS COUNTY SCHOOL DISTRICT 50**

This form will assist us in processing your public records request. Clearly defining the records, which are sought, is critical to a timely and accurate response. Thank you for your assistance.

Person Requesting Records

Name _____

Address _____ Marilyn Flachman _____

Phone _____

Firm you represent (if any) _____

When do Records to be made available within three working days following receipt of this letter, specifically Thursday, March 26, 4PM.

Do you prefer to have copies of these records, or view them at our offices? (In some cases, viewing of our records may not be allowed, and photocopies may be provided instead.)

_____ Copies Records may be made available in electronic format to

_____ View at office mfl _____

Please identify the documents that you wish to review. Please be as specific as possible, using a separate page if necessary.

Records that show all compensation for all the District 50 employees, including certified, classified, full time and part-time for the 2014-2015 fiscal year.

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Check one:

I am only seeking records which are dated between 2014 and 2015 ^{fiscal year}

I am seeking all records described, regardless of date.

Note: Unless you specify otherwise, your request will be assumed to apply only to documents stored on paper or microfiche; generally, retrieval of documents stored electronically is significantly more expensive. See information below regarding electronic records.

Because we must comply with the Colorado Public Records Act, certain documents, such as those containing individual student or employee information, are confidential and we are not able to release them except to the one who is the subject of the record (or the parent/guardian of such a person) or in response to a subpoena. Requests for such records will be denied. If we deny access, you may request a written statement citing the law or regulation under which access is denied.

Also, if the records are "in active use, in storage or otherwise are not readily available" we will let you know that at the time of the request and give you an idea of when the documents can be provided.

By signing below, you represent that you are not a party to a lawsuit against the School District or one of its employees, and that you are not acting on behalf of such a party. (In such cases, the Colorado Rules of Civil Procedure, and not the Adams County School District 50 records policy, applies.)

Form completed by (please sign and print your name below)

Marilyn R. Flachman
Printed Name

Marilyn R. Flachman
Signature

03/22/2015
Date