

Items to include in your record's request:

Your Name

Email Address

Phone Number

Date of Submission

Date to Receive Information [two weeks out]

Name of your school district treasurer

Treasurer's address

Re: Public Records Request

Pursuant to the [insert your state name] Public Records Act, I request copies of the following public records:

[Indicate all the records you are requesting and the TIME FRAME – from ____ to ____ - that you are requesting them for. For example, all communications (including e-mails and text messages), since date to date concerning any [enter specifics and list all the records you are requesting], etc.

Then add this information to your letter:

Pursuant to the Public Records Act, I request that responsive records be produced in an electronic medium (specifically, a pdf-file) to the extent such records may reasonably be duplicated in that medium. The records in the electronic medium may be sent to me at the e-mail address in the header of this letter.

Please let me know if there is any cost to getting a copy of these records in advance. Send me the \$ per item to the e-mail listed above.

I thank you, in advance, for your attention in providing the prompt production of the requested records. Naturally, if you have any questions, please feel free to contact me at the telephone number above.

Sincerely,

[your name and signature]

[CC anyone you would like, including elected or appointed officials in your district or state]