



Red Oak Community School District

**Administrative Center
2011 N 8th Street, Tech Bldg.
Red Oak, Iowa 51566
(712) 623-6600
www.redoakschooldistrict.com**

**FOIA (FREEDOM OF INFORMATION ACT)
REQUEST TO INSPECT RECORDS FORM**

Requests to review public records or receive copies of District information may be made by phone to the Administrative Center Office at (712) 623-6600 or electronically at maxwells@roschools.com

I REQUEST THE OPPORTUNITY TO
(CIRCLE ONE)

Inspect or **Photocopy**
the following record (s). Please describe records precisely

Please be aware of the following charges. Requests will be completed as quickly as possible but may take up to two (2) weeks for processing.

Clerical Costs: \$25.00 per hour
Photocopies: \$ 0.10 per side

Requestor Information:

Name _____

Address _____

City _____ State _____ ZIP _____

Phone: _____ Email _____

The following information will be used by the Information Services Office to track requests.

Date of Request _____ Time Needed To Fulfill Request _____ Completed _____

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