GREATER CLARK COUNTY SCHOOL CORPORATION
REQUEST FOR ACCESS TO A PUBLIC RECORD

The Greater Clark County School Corporation recognizes its responsibility to maintain and protect the public records of the Board and to make these records available for inspection and the purchase of copies in compliance with the Indiana Access to Public Records Act, I.C. 5-14-3 ("APRA"). A request for inspection or copying must identify with reasonable particularity the record being requested.

- The "Records Access Officer" is Tricia Helton. The Records Access Officer has responsibility for public records release decisions.
- Requests for access to public records shall be made on this form during normal business hours on regular business days. Requests may be submitted in person, by mail or email to the Records Access Officer: 2112 Utica Sellersburg Road, Jeffersonville, Indiana 47130; phelton@gccschools.com
- Records may be inspected only at the office or the location where they are regularly kept.
- The fee for copies is $.10 per page that is not in color and $.25 per page for color copies. This fee is pursuant to IC 5-14-3-8.
- There is a fee for time spent searching records that are in electronic format when the search exceeds five (5) hours. There will be no charge for the first five (5) hours of a search. The fee for the time beyond the first five (5) hours shall be the lesser of: (1) the hourly rate of the person making the search; or (2) twenty dollars ($20.00) per hour.
- Fees for copies must be paid before any record is duplicated. Fees may be paid in cash or money order and payable to Greater Clark County School Corporation.

1. Name of Person Requesting Records: _____

2. Public Records Requested: _____
   (use additional pages as needed)

3. Please provide information on how to contact you when the requested material is ready:

   Phone Number_____   Email Address_____

4. Request is for Viewing Record Only_____   Request is for a Copy of the Record_____

   _____   _____
   Signature of Person Requesting Information   **Date Requested**

For Office Use Only:

Date Request Received by Records Access Officer_____   Time Received:_____

☐The Requested Record is not available. The signature of the Records Access Officer certifies that the School Corporation does not possess the record or that it could not be found after diligent search.

☐Access to the requested record is denied based upon the Indiana Access to Public Records Act and amendments; state and federal law regarding privacy, confidentiality, and disclosure requirements of certain public records; and/or Policy 8310 of the Greater Clark County School Corporation Board of School Trustees.

☐Access to the record is granted.

Signature of Records Access Officer_____   Date:_____

Number of Pages in Record_____

Cost of Copying _____   Date fee for Copying Received_____