

Governance 2000

Policy 2510

Adopted: February 7, 2006

Public Records

All records maintained by The Academy at Roosevelt Center are open to the public for inspection and copying at all reasonable times, unless the information is specifically exempted from disclosure by Idaho law, (see Idaho Public Records manual, 9-340A-G) Requests for public records will use the form 2510.

The Academy at Roosevelt Center

Request for Public Information

I request (Please check which one applies) to [] examine or [] copy the following records:

Mailing Address:

Name (Please Print)

Signed

Date of Request

Daytime Telephone Number

Date received by The Academy _____

Request received by _____

Custodian of Documents – Please place you initials in box if following statement is applicable.

[] More than three working days are needed to locate or retrieve the requested records. A response will be provided within ten working days of this request.

Payment received for _____ copies: \$ _____ Receipt No. _____

Copies picked up by _____ on _____
Name Date

Copies mailed by _____ on _____
Name Date