



Manhattan Beach
Unified School District

Date Received: _____
Received by: _____

**MANHATTAN BEACH UNIFIED SCHOOL DISTRICT
REQUEST FOR PUBLIC RECORDS FORM**

Name: _____

Phone: _____

Address: _____

Fax: _____

Records or Document Requested: (Please submit a separate form for each requested document. Please be as specific as possible.)

I agree to pay all applicable fees and charges per MBUSD Board Policy for any copies I request of the above mentioned documents. (Fee Schedule attached)

Signature

Date

◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆ *DO NOT WRITE BELOW THIS LINE* ◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆

DETERMINATION:

_____ The District will comply with your request.

_____ Records will be available for copying at the Superintendent's Office after _____.

_____ The District will copy the requested records upon payment of \$ _____ which must be received by _____.

_____ The District cannot comply with your request for the following reason(s):

Completed By: _____

Print Name

Signature

Title

Routing: L. Huber (log)
Department Head (provide requested info)
L. Huber (completed info to requester)

Exhibit E 1340

Manhattan Beach Unified School District Board Policy 1340 Community Relations – Access to District Records

Request for Public Records Fee Schedule

MBUSD
BP 1340

REQUEST FOR COPY; PROMPT AVAILABILITY; FEE; REASONABLY SEGREGABLE PORTION AFTER DELETION OF EXEMPT PORTIONS.
“Except with respect to public records exempt by express provision of law from disclosure, each state or local agency, upon any request for a copy of records, which reasonably describes an identifiable record or information produced therefrom, shall make the records promptly available to any person, upon payment of fees covering direct costs of duplication, or statutory fee, if applicable. Any reasonably segregable portion of a record shall be provided to any person requesting such record after deletion or portions which are exempt by law.” (GC 6257)

MBUSD
BP 1340

COPIES OF RECORD; DETERMINATION OF COMPLIANCE WITH REQUEST; NOTICE; REASONS
“Any person may receive a copy of any identifiable public record or copy thereof. Upon request, an exact copy shall be provided unless impracticable to do so. Computer data shall be provided in a form determined by the agency. Each agency, upon request for a copy of records shall determine within ten (10) days after the receipt of such request whether to comply with the request and shall immediately notify the person making the request of such determination and the reason thereof.” (GC 6256)

TASK	DESCRIPTION	REF #	COST
Reproduction	Per Page	GC 6257	\$0.20
Reproduction	Microfiche – per page	GC 6257	\$0.20
Reproduction	Videotaping		\$15.00 per tape
Reproduction	Document imaging – per page		\$0.20
Reproduction	Audiotape		\$5.00 per tape