

**Santa Monica-Malibu Unified School District**

Completed forms should be submitted to the Superintendent's Office at  
1651 16<sup>th</sup> Street, Santa Monica CA 90404 or 310.581.1138 (fax)

**REQUEST FOR ACCESS TO OR COPIES OF DISTRICT RECORDS**

Date: \_\_\_\_\_

Name	
Address	
City, State, Zip	
Telephone	
Fax/Email	

I am requesting:

- \_\_\_\_\_ access for inspection
- \_\_\_\_\_ digital via email
- \_\_\_\_\_ copies (.25 cents per page)

Document Name/Reference Description (please provide as much detail as possible): \_\_\_\_\_

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Request for access to district records shall be placed in writing with the Superintendent or appropriate designee. Public records include any writing containing information relating to the conduct of the district's business prepared, owned, used, or retained by the district regardless of physical form or characteristics (Government Code 6252).

Every person may request a copy of any district record open to the public and not exempt from disclosure (Government Code 6253). Copying fees of \$0.25 per page may be assessed. Checks are to be made payable to SMMUSD.

Within ten (10) days of receiving any request for a copy of records, the Superintendent or designee shall determine whether the request seeks copies of disclosable public records in the district's possession. The Superintendent or designee shall promptly inform the person making the request of his/her determination and the reasons for the decision (Government Code 6253).

In unusual circumstances, the Superintendent or designee may extend the 10-day limit for up to fourteen (14) days by providing written notice to the requester and setting forth the reasons for the extension and the date on which a determination is expected to be made.

Any notification denying a request for public records shall state the name and title of each person responsible for the denial (Government Code 6253, Board Policy 1340, and Administrative Regulation 1340).

Date Received: \_\_\_\_\_

Signature: \_\_\_\_\_