

Public Information Request Form

Public Schools of Robeson County's records are public unless otherwise protected from disclosure and shall be available for inspection during regular business hours upon request made to the custodian of the record. Inspection of the record shall take place where designated by the custodian of the record and will not be disruptive to the operations of the office and shall be done in the presence of the custodian of the record. There is no duty to create a public record that does not already exist. If more than one hour of staff time will be required to respond to the request for records, such staff time in excess of one hour shall be charged to the person seeking access at a rate of \$18 per hour, to be paid prior to inspection of the records. PSRC may charge a fee for searching for, gathering, and copying documents that are public records. Copying costs are charged at 10 cents per black-and-white page after the first 50 pages for requesters who ask for hard copies.

Date of Request: _____

Name of Person/Party Requesting Information: _____

Phone Number where we may call to notify you that your information is ready for pick-up or email address where you would like the information sent: _____

Delivery address if you prefer we mail the information: _____

Information and/or Documents Requested (please be specific): _____

Requested Format: Need Inspection Only: Email _____ Need Copies: _____

I understand and agree that:

There will not be an invasion of privacy of staff or student rights, and staff and student records will be protected to the full extent of the law. 2. No improper use of the information will be made. 3. The district will receive a copy of any report or survey made, and of any published use of the information provided. A copy of the report, survey or other published document shall be delivered to the Public Relations Office, Public Schools of Robeson County.

Signed _____

Submit all requests to:

Mailing address: Public Schools of Robeson County Public Relations, Post Office Drawer 2909, Lumberton, NC 28359-2909, email your request to the Public Relations Office at karen.brooks-floyd@robeson.k12.nc.us, hand deliver your request to the Public Schools of Robeson Public Relations Office at 4320 Kahn Drive, Lumberton, NC 28358

We respond to public records requests within a reasonable amount of time, which is dependent upon such factors as the extent of the request and physical location of the documents.

For internal use only:

Received By: _____ Date Received: _____ Date of Notification to Requesting Party _____

Cost _____ Date Delivered: _____

Approved _____ By: _____

Denied _____ By: _____

Reason Denied: Confidential Personnel Record _____ Confidential Student Record _____ Does Not Exist _____ Other _____
Explain: _____

Adopted by the superintendent: July 2018