



Roseville Joint Union High School District

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**CALIFORNIA PUBLIC RECORDS ACT (CPRA)
Records Request Form**

<i>Date/Time stamp</i>
<i>Request received by:</i>

Per the CPRA, I request reproduction of the following records:

If more space is needed, please attach a separate sheet or use back side of form.
Requests for records may be made in person, by phone or by e-mail.

Records Requested

Requestor _____ **Phone #** _____

Preferred method of delivery: _____ **Date** _____

- Pick-up**
- Mail** **Address** _____
- View only**
- E-mail** **E-mail address** _____

of pages _____ x _____ fee = \$ _____ Copy fee paid check or cash

SR 1340 Fee Schedule abbreviated:

- Up to 9 pages = No charge
- 10 - 50 pages = .10¢/page
- 51+ pages = .10¢/page + expense of copy machine operator's time copying)
- Electronic records requiring data compilation, extraction or programming to produce record, see SR 1340 for fee info.

Records:

- Received by _____
- Mailed to _____
- Reviewed by _____

Date _____ **Time** _____

For office use only:

Records produced _____

of pages _____

Staff copying time _____ x _____ = \$ _____ **Programming time** _____ x _____ = \$ _____

Completed by _____ **Date** _____