Request to Inspect or Copy Public Records and Documents

Franklin West Supervisory Union (FWSU) welcomes your requests to inspect or copy public records and documents. Please complete the following information detailing your request:

Printed Name: _______________________________  First  _______________________________  Last
Phone: ___________________________  Email: _______________________________
Date of Request: ____________  Preferred Format:  ☐ Photocopy  ☐ Electronic
Type of Request:  ☐ View Record Only  ☐ Obtain Copy of Record
Description of Public Record/Document Requested*: ____________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

* FWSU may charge a fee associated with your request if the cost to provide records is estimated to exceed $5.
(Per the Office of the VT Secretary of State: http://vermont-archives.org/research/fees/fees.htm).

Important Definitions for Public Information Requests

- Record means the written or recorded information already exists and is easily made available for copying or inspection.
- Information may need to be extracted from an existing record. Additional fees may apply to producing information.
- Requests will be honored as soon as possible – no more than 10 calendar days.
- At the discretion of our office, we may agree to create a public record from information that needs to be extrapolated and compiled to do so. In such an event, FWSU may charge and collect for staff time prior to the creation of the records.
- Some public records are exempt from public inspection and copying (per T.1 §317).

OFFICE USE

Date Received: ________________  Staff Member: ________________  Estimated Fee: ________________