



REQUEST FOR DISCLOSURE OF PUBLIC RECORDS

221 East San Saba, P. O. Box 729
Menard, Texas 76859
Phone: 325-396-2404 Fax: 325-396-2143

Please use this form to request records from Menard Independent School District. Every effort is made to expedite all requests for disclosure of public records; however, due to personnel demands and schedules, there are incidents when the disclosure of records may take the full amount of time allowed by law.

PLEASE PRINT ALL INFORMATION

NAME:	PHONE:	
MAILING ADDRESS:		
CITY:	STATE:	ZIP:

To avoid delays in responding, be specific with your request and include names, addresses, inclusive of dates, times and places. Please complete the form below, incomplete requests cannot be filled properly.

DETAILED DESCRIPTION OF REQUESTED RECORD(s):

- (CHECK ONE) (a)_____ I request paper copies.
****REQUIRED**** (b)_____ I request only to view at the admin. office.
 (c)_____ Other (Please explain in detail below)

TO BE COMPLETED BY Menard Independent School District

DATE RECEIVED: _____

DATE DISCLOSED TO REQUESTOR: (DATE/TIME/NAME) _____

FEE DUE:\$ _____ FEE PAID:\$ _____ RELEASED BY: _____