



**School District of Algoma
Open Records Request Form**

**Nick Cochart
Custodian of Records**

Date: _____

Open Records request (please specify your request in detail): _____

Please choose from the following:

- I will pick up records Mail my records to

Name: _____

Address: _____

- FEE FOR DOCUMENTS

Item: _____ Cost: _____

Item: _____ Cost: _____

Item: _____ Cost: _____

Signature (not required)

See School Board Policy
823 Access to Public Records.

NOTE: The Department of Justice suggests that a
response be made within ten working days.