

Bettendorf Community School District
BCSD FOIA Request
Freedom of Information Act



3311 18th St., Bettendorf, IA 52722 | (563) 359-3681 | Fax (563) 359-3681
Attn: Celeste Miller, Director of Communications - cmiller@bettendorf.k12.ia.us

Date Requested _____
Name of Requester _____
Street Address _____
City/State/Zip Code _____
Telephone _____ Email _____

Records Requested

Provide as much specific detail as possible so the district can identify the information that you are seeking. You may attach additional pages if necessary.

Please note: Persons requesting copies will be assessed an actual fee for the copy. For requests requiring retrieval of data, requestors will be assessed an actual fee for the time used by the specific employee or employees to retrieve the requested data, if the retrieval process exceeds 30 minutes of staff time. Persons desiring to examine records shall pay any necessary expenses for providing a place for examining or copying records.

The district will respond to a request for public records within ten (10) business days after its receipt.

OFFICIAL USE ONLY

Response date _____ **Records Available** Yes | No

Copies # _____ x \$.03 = _____ Staff time _____ x (rate) \$17.31 = _____

Fees Charged \$ _____

If request denied, reason _____

