

PLYMOUTH COMMUNITY SCHOOL CORPORATION

RESPONSE TO PUBLIC RECORDS REQUEST

TO: \_\_\_\_\_

You requested records from \_\_\_\_\_ School Corporation.

1. \_\_\_\_\_ Because of unusual circumstances, the Corporation requires an additional \_\_\_\_\_ business days to respond to your request.

2. \_\_\_\_\_ This is a certification that the following records do not exist under the name given by the requester or by another name known to the Corporation, or are not retained by the Corporation in the performance of an official function:

3. \_\_\_\_\_ The following records you requested are exempt because:

4. \_\_\_\_\_ Your request is granted for all other records you requested.

\_\_\_\_\_ Copies of those records are attached.

\_\_\_\_\_ You may obtain copies of those records by first paying a fee of \$ \_\_\_\_\_ for the cost of processing your request.

\_\_\_\_\_ We will copy these records after you have paid a deposit of \$ \_\_\_\_\_, which is one-half of the copying charge of \$ \_\_\_\_\_ which you must pay in full upon receipt of the records.

\_\_\_\_\_ You may inspect these records at this office on \_\_\_\_\_ at \_\_\_\_\_ o'clock. You may copy or order copies of those records after inspection upon payment of the fee for process requested copies.

\_\_\_\_\_  
Records Officer

\_\_\_\_\_  
Date