



FOIA (Freedom of Information Act) Request to Inspect Records

Requests to review public records or for copies of district information may be submitted via phone to the Communications/Media Relations office at 319-447-3005 or via email to Caitlin Wiedenheft, Communications Assistant, at caitlin.wiedenheft@linnmar.k12.ia.us.

Requestor Information: *(Please Print)*

Name: Ben Welsh

Address: MuckRock News, DEPT MR130797, 263 Huntington Ave

City: Boston State: MA Zip: 02115

Phone: 617-299-1832 Email: 130797-25055472@requests.muckrock.com

I Request To: *(Please check one of the following)*

Review the following

A photocopy of the following

Please describe which public records of the Linn-Mar Community School District you are requesting to review or photocopies of. ***Please be as specific as possible.***

Please see next page for full request.

The following charges will be applied and are due upon receipt of information:

- **Photocopies:** 10¢ per side
- **Clerical Costs:**
 - Actual cost, per hour, of employee time and any legal fees associated with review and/or retraction of records as allowed by Iowa Code Section 22.3(2)
 - In determining actual cost, a series of requests from one person or organization in a 30-day period or a series of requests from persons in a single organization may be aggregated

Requests will be completed as quickly as possible but may take up to two weeks for processing.

This Section to be completed by the Communications/Media Relations Office:

Date Request Received: _____ Date Completed: _____

Time Needed to Fulfill Request: _____

Name of Employee Completing Request: _____

Title of Employee Completing Request: _____

To Whom It May Concern:

Pursuant to the Iowa Open Records Law, I hereby request the following records:

Any complaints, requests, and/or challenges for removal, reclassification, and/or reconsideration of publications including books, magazines, movies, music, and/or other media, along with any associated records, petitions, and/or correspondence since January 1, 2020

The requested documents will be made available to the general public, and this request is not being made for commercial purposes.

In the event that there are fees, I would be grateful if you would inform me of the total charges in advance of fulfilling my request. I would prefer the request filled electronically, by e-mail attachment if available or CD-ROM if not.

Thank you in advance for your anticipated cooperation in this matter. I look forward to receiving your response to this request within 10 business days, as the statute requires.

Sincerely,

Ben Welsh