5/6/2019

Source: Auburn School District via Public Records Act request regarding Public Records Training materials - 02-07-2020

## After Reading: Think Ahead

- Practice tip: Set up calendar reminders Share dukes
  - 5-day letter
  - Installment dates
  - Due dates
- Who will you need to involve?
- Where might the records be located?



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Activity #1: Recognizing and Receiving Requests

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