**Public Records Inspect/Copy Request Form[[1]](#footnote-1)**

**CVCC requests this information to ensure accuracy. In the event that the requesting party does not elect to complete this form, CVCC will comply with the request to the best of its ability and understanding. CVCC is not responsible for any misunderstanding regarding the request for inspection/copying of public records in the event this section is not completed; however, the requesting party is responsible for any total costs incurred.[[2]](#footnote-2)**

1. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Optional)

 (Please Print)

2. Date of request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Records requested[[3]](#footnote-3): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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4. Copies requested: \_\_\_ (Yes) \_\_\_ (No)

5. Requested media for copies[[4]](#footnote-4): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Certification of records requested: \_\_\_ (Yes) \_\_\_ (No)

The concerned employee(s) will be notified of the particulars of this request and if copies were requested. Copies of any records requested will not be furnished until any and all total costs are paid.

**Notification to Requesting Party Seeking to Inspect/Copy Public Records**

1. Date of request: \_\_\_\_\_\_\_\_\_\_\_\_

2. Records requested[[5]](#footnote-5): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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3. Were copies of public records were requested? \_\_\_ (Yes) \_\_\_ (No)

4. Type of media for copies requested: \_\_\_\_\_ print or \_\_\_\_\_\_\_electronic. CVCC \_\_\_ (can) or \_\_\_\_ (cannot) comply with the requested media.[[6]](#footnote-6)

5. Were certified copies requested? \_\_\_ (Yes) \_\_\_ (No)

6. Estimated reasonable time period in order to fully respond: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[[7]](#footnote-7)

7. **Information regarding costs:**

CVCC will charge direct, chargeable costs related to the reproduction.

CVCC will also charge a reasonable “service fee” when extensive use of information technology resources or extensive clerical or supervisory assistance by personnel of CVCC is involved, or if producing the record in the medium requested results in greater use of information technology resources than that established by CVCC for reproduction of the volume of information requested. The charged “service fee” will represent the reasonable and actual costs incurred for the extensive use of information technology resources or the labor costs of the personnel providing the services, or for a greater use of information technology resources that is actually incurred by CVCC or attributable to it.

Fees for certifying copies of requested public records are charged as prescribed by law.

8. The concerned employee(s) will be notified of the particulars of this request and if copies were requested. Copies of any records requested will not be furnished until any and all total costs are paid.

**Inspection Date/Invoice Copying of Requested Public Records**

1. Date of inspection of records: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Total number of pages copied: \_\_\_\_\_\_\_\_\_\_\_\_\_

 Direct and actual costs[[8]](#footnote-8) incurred to provide the requested records: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Special service fee[[9]](#footnote-9) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Certified Records fee[[10]](#footnote-10)” \_\_\_\_\_\_\_\_\_\_\_\_

 Costs for mailing copies, if requested: \_\_\_\_\_\_\_\_\_\_\_

 Total Costs[[11]](#footnote-11): \_\_\_\_\_\_\_\_\_\_

Date copies delivered: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Copies of any records requested will not be furnished until any and all total costs are paid**

1. Requesting parties requesting copies of computer databases are required to submit the request in writing. [↑](#footnote-ref-1)
2. In the event that the requesting party does not complete this form, a CVCC representative will complete the form to the best of his or ability and understanding for tracking purposes only. [↑](#footnote-ref-2)
3. CVCC is not required to create or compile a record. To the extent that CVCC agrees to create or compile a record it may charge a reasonable service charge for doing so. [↑](#footnote-ref-3)
4. CVCC is not required to put a record into an electronic form or format if the requested record is not already kept in the requested medium. [↑](#footnote-ref-4)
5. CVCC is not required to create or compile a record. To the extent that CVCC agrees to create or compile a record it may charge a reasonable service charge for doing so. [↑](#footnote-ref-5)
6. CVCC is not required to put a record into electronic form if the requested record is not already kept in the requested medium. [↑](#footnote-ref-6)
7. Records will be produced for inspection and copies provided, if requested, only during normal business hours. [↑](#footnote-ref-7)
8. Actual chargeable costs related to the reproduction. [↑](#footnote-ref-8)
9. Charged when extensive use of information technology resources or extensive clerical or supervisory assistance by personnel of CVCC is involved to comply with the request for record, or when producing the record in the medium requested results in a greater use of information technology resources than that established by CVCC for reproduction of the volume of information requested. “Service fee” represents the reasonable and actual cost incurred for the extensive use of information technology resources or the labor costs of the personnel providing the services, or for a greater use of information technology resources that is actually incurred by CVCC or attributable to it. [↑](#footnote-ref-9)
10. Fees for certifying copies of requested public records are charged as prescribed by law. [↑](#footnote-ref-10)
11. In the event the requesting party believes that the cost are unfair or unreasonable, the requesting party may ask the State Chief Information Officer to his designee to mediate the dispute. [↑](#footnote-ref-11)