

PUBLIC INFORMATION PROGRAM:
PUBLIC RECORDS

GALENA PARK INDEPENDENT SCHOOL DISTRICT
REQUEST FOR RECORDS

In accordance with policy GBA and the Open Records Act, I hereby request that copies of the following records of the Galena Park Independent School District be made available for my inspection and duplication. I agree to pay the duplication costs at the rates adopted by the Board.

Inspection only (Please check)	Number of copies requested	Public information requested. (Include description adequate to clarify request.)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Requested by: Name _____

Title: _____

Address: _____

Street, Box RFD

City

State

Zip

Date of request: _____

Phone: _____

Email address: _____

This form shall be presented to the Superintendent or designee of the Galena Park Independent School District.