



**Brevard Public Schools**  
 Govt. and Community Relations  
 2700 Judge Fran Jamieson Way  
 Viera, FL 32940

Telephone: 321-633-1000 ext. 11453  
 FAX: 321-633-3620  
 Email:  
 RecordsRequest@BrevardSchools.org

## Request for Public Records of Brevard Public Schools

### REQUESTOR INFORMATION (PLEASE TYPE OR PRINT)

\_\_\_\_\_  
 Today's Date

\_\_\_\_\_  
 Name (Last, First, Middle Initial)      \_\_\_\_\_  
 Company Name (If Applicable)

\_\_\_\_\_  
 Street Address      \_\_\_\_\_  
 City      State      ZIP Code

\_\_\_\_\_  
 Primary Phone Number      \_\_\_\_\_  
 Other Phone Number      E-mail address

**Description of Records Requested:** To expedite the retrieval of records, please be as specific as possible as to the public records you desire. Attach a second page if necessary. *[Note: Under public records law, the district is not obliged to create a new document or record in response to a request for public records.]*

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**To assist us with processing your request, please check one of the following:**

<input type="checkbox"/> Personal Use	<input type="checkbox"/> Commercial Use	<input type="checkbox"/> Legal
<input type="checkbox"/> Media	<input type="checkbox"/> Higher Education	<input type="checkbox"/> Union

**If you checked Commercial Use, please state the purpose:** \_\_\_\_\_

**Delivery Method (check one):**

<input type="checkbox"/> Email	<input type="checkbox"/> US Mail	<input type="checkbox"/> Pick Up
<input type="checkbox"/> Review Record in Person		

**Format (check as applicable)**

<input type="checkbox"/> Electronic	<input type="checkbox"/> DVD/CD	<input type="checkbox"/> Duplicated copies
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Fees for the cost of reproducing public records will be assessed as follows:			
\$0.15-Single Side Copy	\$0.20-Double Side Copy	\$5.00 – DVD/CD	\$1.00-Certified Copy
The actual cost of duplication will be collected for copies of district public records in a form other than a duplicated copy (includes reproduction of maps).			
The actual labor cost of the personnel providing the service will be collected as permitted by State law if it requires more than fifteen minutes of clerical or supervisory assistance by District personnel including redaction services.			
A special service charge attributable to the extensive use of information technology resources and/or labor cost of the personnel providing the service as permitted by State law.			

**Requestor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

If the form is being sent electronically, then typed initials are acceptable in place of signature.

**Initial box if sending via email**

**\*\*PLEASE NOTE:** Not all completed public records are in a digitized format. To receive a digitized version of a redacted record may require additional time and resources, resulting in additional expense.\*\*