RECORD OF INSPECTION and/or DELIVERY OF COPIES

Inspection of Public Records

Date _____ Time In _____ Time Out _____

School Board Staff Person Inspecting Records: _____ _____
Name Signature

School Board Staff Person in Attendance: _____ _____
Name Signature

Records Reviewed (describe)

Copies of Public Records

Record	No. of Pages	Delivery Method	Date of Delivery	Cost	Date and Method of Payment

ADOPTED: April 13, 1999

REVISED: August 14, 2007 March 12, 2013 August 9, 2016

LEGAL REFERENCE: Code of Virginia, 1950, as amended, § 2.2-3704, 2.2-3704.01, 2.2-3704.2.

CROSS REFERENCES: KBA Requests for Information
KBA-R Requests for Information