



FORM 195-3	
Adopted	June 2103
Last Revised	May 2022
Review Date	May 2027

RECORDS LOGGING/TRACKING FORM

This form is to be used by schools and departments to track all informal and formal (paid) records requests from the public. The retention period for this form is Event + 2 years, where Event is the date the request was fulfilled/denied. Provide copies to the freedom of information coordinator at the end of each school year.

School or department _____ School year _____

Requester name	Requester relationship to student	Student name, birth date (MM-DD-YYYY) and the information requested	Date information requested MM-DD-YYYY	Request was made by email, letter, verbal	Request fulfilled/denied by (insert name of school/department person)	Date the request was fulfilled/denied MM-DD-YYYY

Original: Sending location
Copy to: FOI Coordinator