

FOIA Requests

(Freedom Of Information Act)

Instructions for Requesting Information and Public Records:

1. **Please make sure your request for records in writing.** Tri-City does not require the completion of a standard form for this purpose. However, a form is available below. To submit the available form electronically you must save it to your computer then e-mail it to the FOIA officer, Superintendent Chad Colmone at ccolmone@tricityschools.org. **You may submit your written request by e-mail, mail, or in person.** If sending your request via e-mail, use FOIA in subject line to identify your e-mail as a FOIA request and to reduce the possibility of its being filtered as SPAM.

2. **Please be as specific as possible when describing the records you are seeking.** Remember, the Freedom of Information Act is designed to allow you to inspect or receive copies of records. It is not designed to require a public body to answer questions.

3. **Please tell us whether you would like copies** of the requested records, or whether you wish to examine the records in person. You have the right to do either.

4. **For black and white, letter or legal sized copies**, the first 50 pages are free, unless a different fee is otherwise fixed by statute. Any additional pages will be charged at .15 cents per page.

5. **You are permitted to ask for a waiver of copying fees.** To do so, please include a specific explanation as to why your request for information is in the public interest - not simply your personal interest - and merits a fee waiver.

6. **Please include** your name, e-mail address, preferred phone number, and mailing address.

[FOIA Request Form](#)