



**Tuscaloosa City School System**  
**Request for Information**  
 Records Center  
 1210 21st Avenue  
 Tuscaloosa, Alabama 35401-2934  
 Phone: (205) 759-3700  
 PR Fax Number: (205) 759 - 3542

**REFERENCE REQUEST FORM**

Number	Records Series	Item	Date Span	(from transmittal)

**Nature of Information Requested: Be as specific as possible**

<b>Nature of Service:</b> <input type="checkbox"/> Furnish Copy <input type="checkbox"/> Furnish Information <input type="checkbox"/> Records Search	<b>Date of Request:</b> _____  <b>Agency Representative:</b> _____ <b>Agency:</b> _____ <b>Address:</b> _____  <b>Telephone:</b> _____ <b>Fax #:</b> _____
<b>Information Accessed by:</b> <input type="checkbox"/> Telephone <input type="checkbox"/> Fax <input type="checkbox"/> Mail <input type="checkbox"/> Courier <input type="checkbox"/> E-mail <input type="checkbox"/> In person	

**Records Center Office Use Only**

**Records Search Fee:** \$10.00 per search to include the first 25 pages copied & non-refundable  
**Number of Copies Made:** \_\_\_\_\_ @ 25 cents per copy.      Retrieved By: \_\_\_\_\_  
**Mailing/Shipping Fee:** \_\_\_\_\_ \$5.00 or less (covered in the \$10.00 search fee)  
    \$5.00 or more (at the expense of requester based on U.S. Postal fee)

Allow up to four weeks for processing your request. Many of our records are maintained by a third party storage company at an off site location and require time to locate and transport to our offices. Please state the nature of information requested and be as specific as possible.