



Greene County School System
Request for Information
220 Main Street
Eutaw, Alabama 35462
Phone: (205) 372-3161
Fax Number: (205) 372- 3247

REFERENCE REQUEST FORM

Number	Records Series	Item	Date Span	(from transmittal)

Nature of Information Requested: Be as specific as possible

Nature of Service:

Furnish Copy Furnish Information Records Search

Information Accessed by:

Telephone Fax
 Mail Courier
 E-mail In person

Date of Request:

Agency Representative:

Agency: _____

Address: _____

Telephone: _____

Fax#: _____

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.. Please state the nature of information requested and be as specific as possible.

9-10-13

Approved

E. Lewis