

# Public Information Request

Associated Students, Inc.  
CALIFORNIA STATE UNIVERSITY, LONG BEACH

In compliance with the Richard McKee Transparency Act (Education Code Section 89913-89919), the Associated Students, Inc. of California State University, Long Beach is required to provide members of the public, upon request any information relating to the conduct of the student body's business that is prepared, used or retained by the ASI, regardless of physical form or characteristics. Records that are exempt under the Richard McKee Transparency Act will not be available to the public.

## **INSTRUCTIONS**

Type or print all information completely. Your request will be processed within ten (10) working days. If because of the nature of the request, it is not possible to furnish the information that you have requested within 10 working days, you will be notified within the 10-day period.

(Note: a copying fee of 20 cents per page will be charged. Documents will not be released until payment is recieved.)

NAME: \_\_\_\_\_ TODAY'S DATE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_  
\_\_\_\_\_

Document Description. Clearly identify the documents or materials you are seeking to avoid rejections of your request due to vagueness.

DOCUMENT	DATES	OTHER DESCRIPTIVE COMMENTS
_____	_____	_____
_____	_____	_____
_____	_____	_____

I would like to view document(s) requested     I would like copies of document(s) requested

ASI Executive Director Signature: \_\_\_\_\_

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## **OFFICE USE ONLY**

DATE FORWARDED TO UNIVERSITY: \_\_\_\_\_

DATE INFORMATION RETRIEVED: \_\_\_\_\_

DATE REQUESTOR NOTIFIED: \_\_\_\_\_

Number of pages and costs: \_\_\_ pages x 20 cents

