COLORADO SCHOOL DISTRICT RECORDS
UPDATE REQUEST FORM

TO REQUEST OR SUGGEST A CHANGE TO THE *COLORADO SCHOOL RECORDS DISPOSITION SCHEDULE*:

1. COMPLETE THE REQUIRED INFORMATION ON A COPY OF THIS FORM.

2. MAIL COMPLETED UPDATE REQUEST FORM TO: PAUL LEVIT, COLORADO STATE ARCHIVIST, 1313 SHERMAN STREET, ROOM 120, DENVER, CO 80203. FOR FURTHER INFORMATION, CONTACT THE COLORADO STATE ARCHIVES AT (303) 866-4900.

CHANGE REQUESTED BY:

NAME OF SCHOOL DISTRICT:_____

CONTACT PERSON: _____

ADDRESS: _____

PHONE NUMBER: _____ E-MAIL: _____

REQUESTED CHANGE	REASON FOR REQUESTED CHANGE	ADDITIONAL COMMENTS

NOTE: ATTACH ADDITIONAL PAGES IF NEEDED.