

Bay Village City School District
VOLUNTARY PUBLIC RECORDS REQUEST FORM

Note that under Ohio Revised Code 149.43 (public records law) you ARE NOT REQUIRED to give your identity, purpose of request (unless requesting student directory information, which by law cannot be used for commercial purposes) or to put your request in writing.

If you are willing to give us your identity, it will help us contact you when any record copies are ready.

If you are willing to describe the records requested in writing, it will help us complete your request most accurately.

You are entitled to inspect records on site, but we may supervise you because we are responsible for protecting the public's records.

We will fill your request as soon as possible; however, we will not estimate a time frame to which we can be legally held since unforeseen circumstances may arise.

We can require payment for estimated numbers of copies, postage costs, and other hard costs (such as computer CDs) that we expend in the response to your request. We may not charge for employee time.

Please let us know if you decide not to make your request in writing. Otherwise, please fill out as much of the following information as you deem necessary to fill your request:

Name: _____

Address: _____

Phone contact: (first contact number)_____ (second contact number) _____

Records requested (If not sure about which records to request, please describe information for which you are looking. Note that while we are not required to create records that do not exist, please indicate if creation of a report would be acceptable to you):

FOR OFFICE USE:

The following records were provided to the above party on _____ :
(date)

List records on back of this sheet or provide attached copies.

\$_____ was charged and collected from above party.