



Record's Request Response form

NOTE: A WRITTEN REQUEST TO INSPECT PUBLIC RECORDS IS NOT MANDATORY AND YOU MAY DECLINE TO REVEAL YOUR IDENTITY OR THE INTENDED USE OF THE INFORMATION. HOWEVER, COMPLETION OF THIS FORM MAY ENHANCE THE ABILITY OF THIS OFFICE TO IDENTIFY, LOCATE AND DELIVER THE PUBLIC RECORDS YOU SEEK. IF THE REQUEST IS FOR STUDENT IDIRECTORY INFORMATION, YOU MAY BE REQUIRED TO REVEAL YOUR IDENTITY OF INTENDED USE OF THE INFORMATION TO ALLOW THIS OFFICE TO ASCERTAIN WHETHER THE INFORMATION IS FOR USE IN A PROFIT-MAKING PLAN OR ACTIVITY.

Requested Records:

Optional Identification Information

Name: _____

Address: _____

1. Release of Records

Cost _____

Ohio Law requires that records be released within a "reasonable" amount of time. What is reasonable varies depending upon the size of the request, amount of information that must by law be redacted, and the time required retrieving the information.

Please state the intended use of the requested information:

We estimate that your records request will be available within _____ days.

Records will be: _____ picked up in person _____ mailed at cost _____ other

2. Denial of Request for Records

Your request for public records has been *denied*. The reason for the denial is circled on the back of this form.

Signature

(Records Officer)

Requests may be emailed to: spalm@crestwoodschoos.org

Mailed to: Crestwood Local Schools – 11260 Bowen Rd., Ste. A, Mantua, OH 44255

Faxed to: Crestwood Local Schools – Attn: Records Officer – 330-274-3830