



Berkshire Local School District

BOARD OF EDUCATION

14155 Claridon Troy Road Burton, OH 44021
440-834-3380 440-834-2058 (Fax)

PUBLIC RECORDS REQUEST FORM

DATE REQUESTED: _____

REQUEST SUBMITTED BY: EMAIL U.S. MAIL FAX IN-PERSON

NAME OF REQUESTOR (optional): _____

ADDRESS (optional): _____

EMAIL (required for PDF): _____

RECORDS REQUESTED-PLEASE BE AS SPECIFIC AS POSSIBLE:

INCLUSIVE DATES OF RECORD REQUESTED: _____

- I would like to inspect these records in the building when ready
- I would like these records copied and I will pick them up when ready*
- I would like these records emailed to me at the above email address on this form

Requests for records may be made during regular business hours to:

Berkshire Local School District
Beth McCaffrey, Treasurer
14155 Claridon Troy Rd.
Burton, OH 44021
440-834-3380

beth.mccaffrey@berkshireschools.org

*fees for copies of public records may be charged which covers the direct costs of duplication incurred by the Berkshire Local School District per the current board policy

<i>Office use only</i>	
Date document provided to requestor: _____	Delivery method: _____
Initials: _____	