

**POLAND LOCAL SCHOOL DISTRICT  
PUBLIC RECORDS REQUEST**

**Please fill out form and complete:**

**(Email or Fax to: janetmuntean@polandschools.org – Fax # 330.757.2390)**

Requester Information (not required)

<b>Date:</b>					
<b>Name:</b>					
<b>Street Address:</b>					
<b>City:</b>		<b>State:</b>		<b>Zip Code:</b>	
<b>Phone:</b>					
<b>Email Address:</b>					
<p><b>Document(s) Requested:</b> <i>Be as specific as possible and provide the official name of document(s)- if known.</i></p>					
<b>Date when needed:</b>					
<p><b>FEES:</b> Upon request, copies of public records will be provided at the actual cost of making copies</p> <ul style="list-style-type: none"> <li>A. The charge for paper copies is five cents (\$ 0.15) per page.</li> <li>B. The charge for downloaded computer files to a compact disc is \$2.00 / disc.</li> <li>C. There is no charge for documents to be emailed.</li> <li>D. Postage fees are determined by weight of items.</li> <li>E. Person(s) requesting a video surveillance recording must pay \$50.00- to digitally blackout or blur the images of individuals on the video. Allow 2 weeks for this process.</li> </ul>					