

PUBLIC RECORDS REQUESTS

Ryan Jenkins, Chief Financial Officer

James Kim, Assistant Director of
Compliance

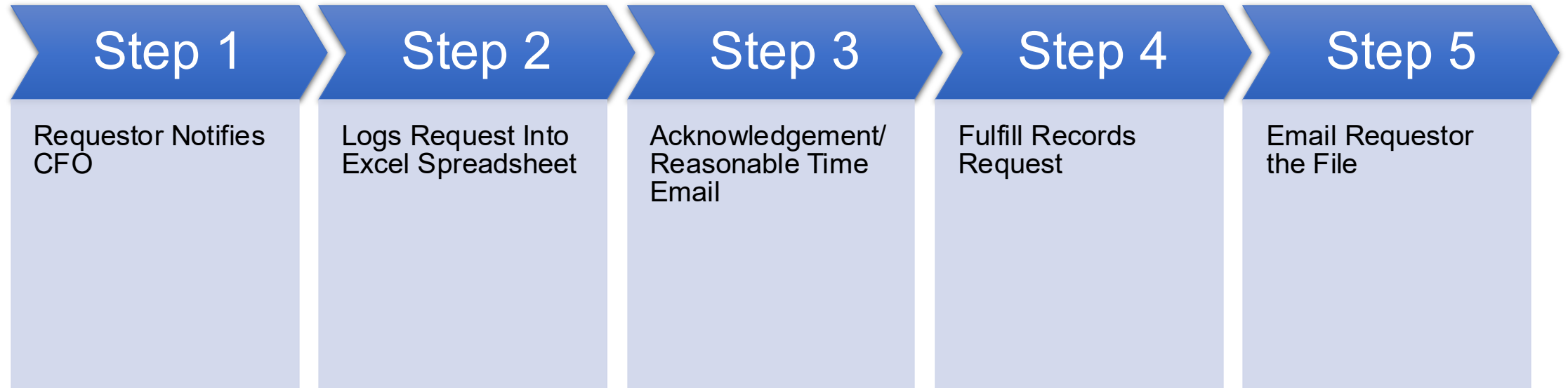


OLENTANGY SCHOOLSSM
Flourish Here.

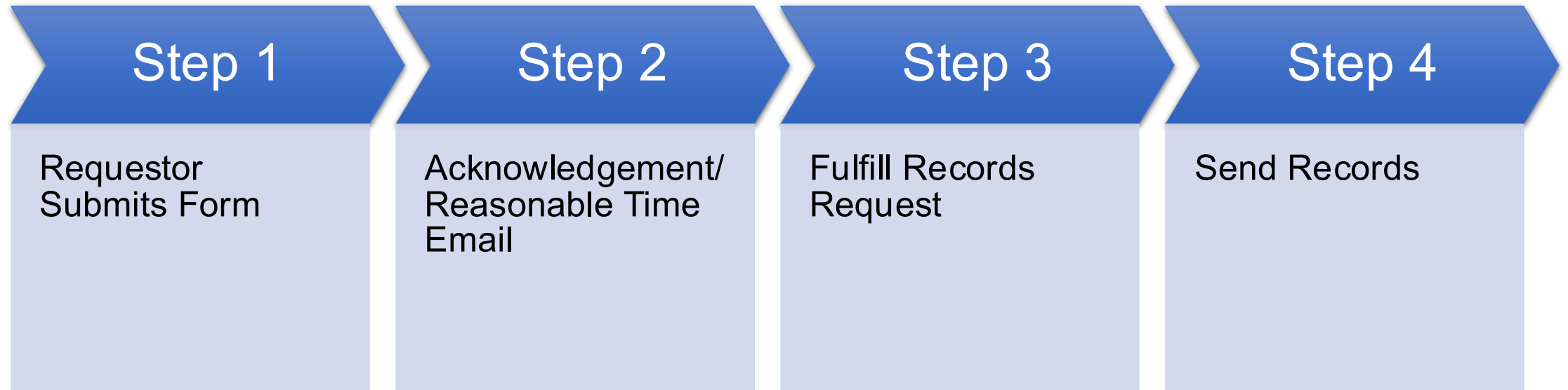
DIGITAL PLATFORM



CURRENT PRACTICE



NEW PRACTICE



FOUR STEP PROCESS

STEP 1: REQUEST FORM

- **Improved Accessibility**
 - Immersive Reader
- **Streamlined Submission Process**
- **Enhanced Visibility**
- **Automated Acknowledgement**
- **Improves Tracking and Recordkeeping**

Public Records Request Form

Section 1

Introduction

In accordance with Ohio's Public Records Act (Ohio Revised Code § 149.43), individuals have the right to access public records maintained by Olentangy Local School District. This form is intended to assist you in submitting a request, but its use is not required. You are not obligated to identify yourself or provide a reason for your request. However, supplying detailed information will help the district process your request more efficiently and accurately. Olentangy Local Schools is committed to transparency and will respond to all public records requests promptly and within a reasonable period of time. If you prefer not to use this form, you may submit your request directly to Timothy Jenkins, Chief Financial Officer and Records Custodian, at timothy.jenkins@olsd.us.

1. Email *

Enter your answer

2. First Name (Optional)

Enter your answer

3. Last Name (Optional)

Enter your answer



FOUR STEP PROCESS

STEP 1: REQUEST FORM CONTINUED

- **Automated Notifications to:**
 - Public Records Team
 - Ryan Jenkins
 - James Kim
 - Heather Lantz
 - Sam Marshall
 - Chief of Communications
 - Krista Davis
 - Director of Communications
 - Christian Ross
 - Assistant Director of Communications
 - Amanda Beeman
 - Chief of Human Resources
 - Nancy Freese
 - Director of Human Resources
 - Melany Ondrus

Public Records Request Form

Hi,

You received one new response from Anonymous Submitter.

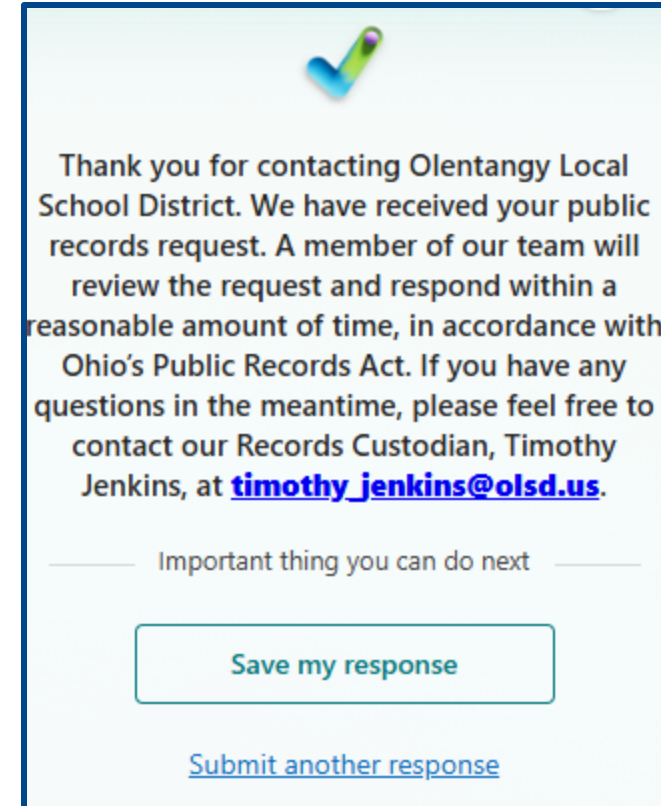
[View results](#)



FOUR STEP PROCESS

STEP 2: AUTOMATED RESPONSE

- **Automated Acknowledgement**
- **Improves Tracking and Recordkeeping**
 - **Data Management**
 - **Historical Data**
 - **Reports**



FOUR STEP PROCESS

STEP 3: FULFILL RECORDS REQUEST

- **Logikcull**
- **AVCLabs Video Blur AI**
- **SharePoint Folder**

logikcull



FOUR STEP PROCESS

STEP 4: SEND RECORDS

- **Digital Format**
 - Email
 - SharePoint Link
- **Paper Request**
- **Other**
 - Fax
 - Mail



NEXT STEPS:

- Professional Development for staff:
 - Principal Training
 - Athletic Director Training
 - Assistant Principal Training
 - Building Secretaries/Registrars
- Implementation – August 1st, 2025





OLENTANGY SCHOOLSSM

THANK YOU