



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

Matt Hosler, Treasurer

14155 Claridon Troy Rd.

Burton, OH 44021

440-834-3380

matthew.hosler@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

Office use only

Date document provided to requestor: _____ Delivery method: _____

Initials: _____