

## **REQUESTS TO INSPECT OF RECEIVE COPIES OF PUBLIC RECORDS**

North Baltimore Local School District (NBLS) officials recognizes the importance of public records as the record of the acts of the School District and the repository of information about the District. Members of the public have the right to inspect and copy the records of the District, with certain exceptions.

NBLS public records are defined by Section 149.43 of the Ohio Revised Code. In accordance with that Section, the district shall make the public records available for inspection and shall make copies of public records available at cost. The Treasurer, as well as his/her designee, are the persons responsible for the public records of the district.

Thought not required, in order to enable NBLS to: (1) coordinate its duties under the Public Records Act with its other important and substantial legal duties; (2) assist in evaluating and managing responsiveness to public records requests; (3) facilitate the mailing of public records where specifically requested; (4) ensure compliance with pertinent laws (such as where personally identifiable student information is requested); (5) permit the district to contact persons making public records requests as to the status of their requests; and (6) ensure the safety and integrity of the records, the district asks persons wishing to inspect or receive copies of public records to consider completing the included form.

NBLS will promptly prepare available public records compliant with the request and make them available for inspection at reasonable times, as well as make requested copies available within a reasonable period of time. Please note that promptness and reasonableness depend on the nature and scope of the request. When the request is for well-defined public records, there clearly are no legal issues pertaining to disclosure, and the safety and integrity of the records are not at issue, responsive public records can be made available for immediate inspection. No public records may be removed from the office in which it is maintained without authorization of the Treasurer.

When a person requests copies of NBLS public records, the district reserves the right to charge the requester a fee equivalent to the actual cost involved in making the copies. In these instances, payment will be required prior to any cost being incurred by NBLS to satisfy a request.

A person may request that copies of public records be mailed. Prepayment of the cost of postage and other supplies used in that mailing (in addition to the actual costs of copying the public records) is required.

**Please note that employees may be notified of public records requests.**

**PUBLIC RECORDS REQUEST**

*In order to facilitate the District's compliance with the public records request under O.R.C. § 149.43, please provide the following information:*

1. Name \_\_\_\_\_ (optional)

2. Address or Email \_\_\_\_\_ (optional)

3. Phone \_\_\_\_\_ (optional)

4. Please check:

\_\_\_\_\_ I would like to review the public records.

\_\_\_\_\_ I would like a copy of the public records.

\_\_\_\_\_ I would like the copies to be mailed to me at the above address.

\_\_\_\_\_ I will pick up the copies at the District's offices.

\_\_\_\_\_ I would like the copies emailed to me at the above address.

5. I wish to access the following record or records (please be as specific as possible):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. The purpose of this request is: \_\_\_\_\_ (optional)

*(Please note that personally identifiable student information cannot be released if it is for use in a profit-making plan or activity. If your public records request includes such information, please read and sign the attached Acknowledgment.)*

7. Other notes: \_\_\_\_\_

I understand: (i) I am not allowed to remove any records from the office where they are maintained without authorization from the Treasurer; (ii) District employees may be notified of this request; (iii) if I wish to have copies made of these records, I must prepay the actual costs of copying; and (iv) if I wish to have copies mailed to me, I must prepay the cost of postage and other supplies used in that mailing (in addition to the actual costs of copying).

\_\_\_\_\_  
(Signature of Person Making Request) (Date) (Time) (optional)

Received on behalf of the School District by \_\_\_\_\_.

\_\_\_\_\_  
(Signature – School District) (Date) (Time)

**RECEIPT/ACKNOWLEDGMENT FORM**

The undersigned hereby acknowledges that he/she has been given copies of and/or has been permitted to review the above public records, as requested.

\_\_\_\_\_  
(Signature) (Date) (Time) (optional)

**ACKNOWLEDGMENT THAT RECORDS WILL NOT BE USED IN A PROFIT-MAKING PLAN OR ACTIVITY**

Under R.C. §§ 149.43(A) and 3319.321(A), the District is prohibited from disclosing “personally identifiable information concerning students attending a public school to any person or group for use in a profit-making plan or activity.” This prohibition precludes the District from providing any record that would contain such personally identifiable information, including information that would otherwise constitute directory information. Because your records request seeks personally identifiable information, prior to providing records pursuant to your recent request, you must acknowledge that such records are not for use in a profit-making plan or activity.

I acknowledge and represent to the District that the records I have requested under R.C. §149.43, the Ohio Public Records Act, are not “for use in a profit-making plan or activity.”

\_\_\_\_\_  
Name of Requesting Party

\_\_\_\_\_  
Date