

Public Records Requests

Freedom of information act

What is FOIA?

FOIA is the Ohio Freedom of Information Act. Under the Ohio Freedom of Information Act, certain records in possession of public agencies may be accessed by the public upon written request.

How can I submit an FOIA request?

Requests must be made in writing and should state that information is being sought under the Freedom of Information Act. Provide a brief description of the public records requested, being as specific as possible. While requests can be provided via e-mail, please provide a name and mailing address on the request. To make a public records request, please email Erin VanMeter at gren_evanmeter@tccsa.net; (330) 669-3921, ext. 5004.

Requests sent through the mail should be mailed to:

Erin VanMeter
Green Local Schools
PO Box 438
Smithville, OH 44677
ATTN: FOIA Request

What happens after I submit a request?

The Ohio Freedom of Information Act requires agencies to respond within a reasonable amount of time. If the requested records are 50 pages, or fewer, the pages will be copied and provided to the requester at no charge. If the records exceed 50 pages, the requester will be informed of the duplication cost.

What are the costs for duplication?

Fee schedule for duplication of public records

Black and white copy from paper or electronic source (50 pages or less) no charge

Paper copy from paper or electronic source (51 pages or more) \$.10 per page

DVD video footage (with shipping) (DVDs provided for requests from courts, counsel, or law enforcement) \$3.00

Checks are to be made payable to: "Green Local Schools"

- [About FOI](#)
- [Sunshine Laws homepage](#)
- [Sunshine Laws Publications](#), including manual, appendices, model policy, etc.
- [2019 Sunshine Laws Manual](#)