

# 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 Barbara Markland at [gren\\_bmarkland@tccsa.net](mailto:bmarkland@tccsa.net); (330) 669-3921, ext. 5004.

Requests sent through the mail should be mailed to:

Barbara Markland  
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](#)