

# Dublin City Schools Communications Department Public Records Request Form

The Board of Education is responsible for maintaining the public records of this District and to make such records available to residents of Ohio for inspection and reproduction in strict adherence to the Ohio Public Records Act. There are five phases to our process for Public Records Requests:

1. Receipt: The request is received by the district's Public Information Officer.
2. Assignment: The request is assigned to the individual(s) who can help fulfill the request.
3. Aggregation: Documents and data are aggregated accordingly.
4. Review: All the information is collected and bundled, and then reviewed by our legal team for redaction (the removal of personal information in accordance with Administrative Guideline 8310B and the Ohio Ethics Commission Public Records Policy).
5. Delivery: The public records are delivered to the requestor.

In accordance with Board Policy 8310, a reasonable period of time to aggregate and review records may be necessary due to the volume of records requested, the proximity of the location where the records are stored, and/or for the District to review and redact non-public/confidential information contained in the record.

To submit a Public Records Request to Dublin City Schools, please fill out the form below and mail it to: **Dublin City Schools Communications Department, 5175 Emerald Parkway, Dublin, OH 43017**

Date	
Name of Requestor	
Organization (if applicable)	
Street Address	
City, State, Zip	
Telephone Number	
<p><b>Detailed Description of Information Being Requested:</b> <i>Although no specific language is required to make a request, the requester must minimally identify the record(s) requested with sufficient clarity to allow the District to identify, retrieve, and review the record(s). If a requester makes an ambiguous or overly broad request or has difficulty in making a request for inspection or copies of public records such that the District's Public Information Officer cannot reasonably identify what public records are being requested, the Public Information Officer or designee may deny the request but shall provide the requester with an opportunity to revise the request by informing the requester of the manner in which records are maintained by the District and accessed in the ordinary course of business.</i></p>	

*Use reverse side for additional space if needed.*