

HOW TO FILE A FOIA REQUEST

How to Request a Public Information Request from Olentangy Local School District, also known as a FOIA (Freedom of Information Act) request.

(Source: Ohio Sunshine Laws 2022: An Open Government Resource Manual <https://www.ohioattorneygeneral.gov/legal/sunshine-laws>)

Background:

Ohio's Public Records and Open Meetings laws, collectively known as the "Sunshine Laws", give Ohioans access to government meetings and records.

Any person may request correspondence, records, and documents from elected officials and government agencies. When it comes to understanding what your school board is doing with your tax dollars, this is a beneficial resource. When a public office receives a proper public records request, unless part or all of a record is exempt from release, a public office must provide inspection of the requested records promptly and at no cost or provide copies at cost within a reasonable period of time.

The request should be in writing to the appropriate agency and must reasonably describe the scope and description of the records being sought.

STEPS FOR WRITING A FOIA REQUEST

Research: Check to make sure the information you're seeking isn't already available to the public. Make sure you're targeting the correct information and understand how the public office has labeled its programs.

Describe the Request: When requesting information, it's better to ask in smaller increments instead of casting a wide net. Such as (All Diversity, Equity and Inclusion training materials from 2021-2022 school year. All email communications between Ms. Smith and Mr. King for the months XYZ of 2022 school year)

Describe the Format: Generally, you will want to request the relevant materials in a Digital format. You can mention the format you prefer (PDF, Word document etc.)

Follow Up: States usually require the agency responds within a timely manner. If you have not heard back within 3-5 business days, send another email asking for a status of the request.

OLSD Records Request: Ryan Jenkins, Treasurer/CFO is responsible for public records request. His email is ryan_jenkins@olsd.us