

# PARENTAL RESOURCE FORM

How to Request Public Information 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 to inspect or obtain copies of public records from a public office that keeps those records. A public office must organize and maintain its public records in a manner that meets its duty to respond to public records requests and must keep a copy of its records retention schedules at a location readily available to the public. When it 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.

Unless a specific law states otherwise, a requester does not have to provide a reason for wanting records, give their name, or make the request in writing. However, the requester does have to be clear and specific enough for the public office to reasonably identify what public records they seek. A public office can properly deny a request if the office no longer keeps the records pursuant to their records retention schedules, if the request is for documents that are not records of the office, or if the requester does not revise an ambiguous or overly broad request.

## **General Facts**

- 1) Anyone can make a request
- 2) Request must be for existing records
- 3) A request must be specific enough to reasonably identify responsive records
- 4) The public office may deny an overly broad request however they must cooperate to clarify and narrow requests that are ambiguous or overly broad.

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- 5) Requester may specify whether he or she would like to inspect the records or obtain copies and what media (print/electronic) is used for copies.
- 6) Requestor can specify pick-up, delivery, or transmission of copies.
- 7) There is no set, predetermined time period for responding to a public records request however records must be provided for inspection or as copies within a reasonable period of time
- 8) Records must be available for inspection at no cost during normal business hours.
- 9) Public office may charge for cost of providing copies or associated delivery fees in advance of providing records.

## **OLSD Records Request**

EMILY HATFIELD, Treasurer/CFO is responsible for public records request.

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Tips:

- Be specific as possible in your request
- State if you want to inspect the records or be provided copies. If copies what format do you desire, paper or electronic.
- Specify pick-up, delivery, or transmission of records.

## **Common topics for public records request**

- Teacher/Staff public evaluations
- Surveys completed by own children