SPRINGBORO SCHOOLS

1685 S. Main St. Springboro, OH 45066 | 937.748.3960 | www.sp

PUBLIC RECORDS REQUEST

Ohio Revised Code §149.43

Springboro Schools is committed to transparency and access to public records in accordance with Ohio law. Requests may be made in person, by telephone, by email, or in writing. Use of this form is optional.

IMPORTANT: A request does not have to be in writing. A requester is not required to provide their identity or explain the intended use of the records. Contact information is optional and may help the District communicate with you, clarify the request, and deliver responsive records.

TREASURER'S OFFICE 1685 S. Main St., Springboro, OH 45066 | 937-748-3960 | tstacy@springboro.org

REQUESTER INFORMATION - OPTIONAL

Name _____ Telephone _____

Email _____ Date _____

Preferred method: ☐ Electronic / email ☐ Paper copies ☐ Inspection ☐ Other

RECORDS REQUESTED

Please describe the existing public records with enough detail for the District to reasonably identify and locate them.

ACCESS, COSTS & RESPONSE

- Responsive public records will be promptly prepared for inspection and copies will be provided within a reasonable period of time.
- There is no charge for records provided electronically by email. Paper copies are $0.10 per page.
- The District may charge only the actual cost of reproducing public records when applicable.
- If information is withheld or redacted, the District will comply with applicable requirements of R.C. §149.43.
- The District is not required to create a new record when no responsive record exists.