

Village of Bailey Lakes

822 Main Street | Ashland, OH 44805 | (419) 922-4063 | villageofbaileylakes@outlook.com



Public Records Request

O.R.C. 149.43(B)(1)

REQUEST INFORMATION

Date of Request: ____ / ____ / ____

When making a public records request we ask that the requests be submitted in writing. Public records requests can be submitted to the Fiscal Office via email to: villageofbaileylakes@outlook.com.

If you have a question about requesting public records please call (419) 922-4063.

I understand these records do not have to be made available today. We will make every effort to provide the information requested in a reasonable period of time, following receipt of this written request.

TYPE OF REQUEST (Check all that apply)

☐ Request to Inspect Records

☐ Request for Copies of Records

REQUESTED RECORDS (Attach additional pages, if necessary)

- _____
- _____
- _____

REQUESTED FORMAT OF COPIES

☐ Electronic Format (No Charge)

☐ CD (\$1.00 per disk)

☐ Paper Format (\$0.05 / B/W copy)

☐ USPS Mail (charge for copies + postage)

REQUESTOR CONTACT INFORMATION

Name: _____

Phone Number: _____

Mailing Address: _____

Email Address: _____

FOR VILLAGE USE ONLY

Date Fulfilled: _____

Cost of Records: _____

Payment Received: ☐ Y ☐ N