

**Council:**  
Ariel Isaacs  
Dottie Scott  
Krissy Kauf

Tina Killion  
Tom Dilgard  
Justin Isaacs

**Mayor:**  
John R. Benshoff

**Fiscal Officer:**  
Leighanna Cawrse



## Public Records Request

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

**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)
- ☐ Paper Format ( \$0.05 / B/W copy)
- ☐ CD (\$1.00 per disk)
- ☐ USPS Mail (charge for copies + postage)

**Requestor Contact Information:**

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

**To be completed by Village Employee:**

Date Fulfilled: \_\_\_\_\_

Cost of Records: \_\_\_\_\_

Payment Received: ☐Y / ☐N: