

Village of Bailey Lakes

822 Main Street

Ashland, OH 44805

(419) 922-4063



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: