



Bexley City Schools

PUBLIC RECORDS REQUEST FORM

<https://www.bexleyschools.org/publicrecordsrequests5365.aspx>

Completion of this form is **optional**; requests can also be made in person, verbal or in writing.

Custodian of Public Records:

Kyle F. Smith, Treasurer/CFO

Kyle.smith@bexley.us | (614) 231-7611

Central Office Hours : 8 a.m. – 4:30 p.m.

348 S. Cassingham Road, Bexley OH 43209

To help support an accurate and timely response, please complete this form for initiating a public record request.

Providing this information below is not required but sending records or responses are impossible without some type of contact information.

Name: _____

Date _____

Address: _____

Email: _____

Phone: _____

Records Request #1: Please provide a brief description of the record you would like to request.

Records Request #2: Please provide a brief description of the record you would like to request.

Records Request #3: Please provide a brief description of the record you would like to request.

Method of Delivery (Preferred format)

_____ Copies to pick up (prepaid copying costs apply)

_____ Schedule a time to review in person.

_____ Email