

# Willoughby-Eastlake School District

C/O Treasurer, 35353 Curtis Blvd., Eastlake OH 44095

Treasurer: Nicholas Ciarniello

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## PUBLIC RECORDS REQUEST

Please fill out form and complete: (Email or fax to: Nicholas Ciarniello)

PUBLIC RECORD REQUEST

Requester Information (Not Required)

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**Date:**

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**Name:**

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**Street Address:**

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**City:**

**State:**

**Zip Code:**

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**Phone:**

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**Email Address:**

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**Document(s) Requested:**

*Be as specific as possible and provide the official name of document(s)- if known.*

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**Date when needed:**

**FEES:** *Upon request, copies of public records will be provided at the actual cost of making copies*

- A. The charge for paper copies is five cents (\$ 0.05) per page.*
  - B. The charge for downloaded computer files to a compact disc is \$1.00 / disc.*
  - C. There is no charge for documents to be emailed.*
  - D. Postage fees are determined by weight of items.*
  - E. Person(s) requesting a video surveillance recording must pay \$50.00- to digitally blockout or blur the images of the individuals on the video. Allow 2 weeks for this process.*
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