PUBLIC RECORDS NOTICE Village of Wayne Lakes, Ohio

In accordance with the Ohio Public Records Act and the Village of Wayne Lakes Public Records Policy – 2025 Revision, all records of the Village are available for public inspection and duplication, unless exempted by law.

To Submit a Public Records Request:

- Requests may be made in person, by phone, by email, or in writing.
- Requests do not need to be in any particular format and do not require identification.
- The Village will respond promptly and within a reasonable period of time.

Fees for Copies:

- Paper copies: $0.05 per page
- Electronic copies: No charge
- Other formats: Actual cost of media

Office Hours:

Monday–Wednesday, 8:00 AM to 5:00 PM Closed for lunch.
Closed on official holidays

Designated Records Custodian:

Fiscal Officer/Clerk – Village of Wayne Lakes
1052 Main Drive, Wayne Lakes, OH
(937) 300-2265 fiscalofficer@villageofwaynelakes.com