

Public Records Request

Date _____

Name _____

Phone _____

Description of requested record:

Please include dates, which department, and any information that may make our search complete.

O.R.C.149.43(B)(2)-Although no specific language is required to make a records request, the requestor must at least identify the records requested with sufficient clarity to allow this office to identify, retrieve, and review the records.

O.R.C. 149.43 (B)(5)-The requestor does not have to put a records request in writing, and does not have to provide his/her identity or the intended use of the requested public record. However, the records custodian may ask for a written request and may ask for the requestor's identity and/or intended use of the information requested if; (1) it would benefit the requestor by helping the public office identify, locate or deliver the records being sought, and (2) the requestor is informed that a written request and the requestor's identity and intended use of the information requested are not required.