

**PUBLIC RECORDS REQUEST**

**(PLEASE READ ENTIRE FORM BEFORE COMPLETING)**

\_\_\_\_\_  
Your Name

\_\_\_\_\_  
Date of your request

\_\_\_\_\_  
Your Address

\_\_\_\_\_  
Your Telephone Number

In order to assist us in responding promptly to your request, please describe in the space below the record(s) you are seeking. If you are seeking a record about a specific employee (past or present), please identify by name.

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\_\_\_\_\_  
Your signature (Optional)

**NOTICE**

In accordance with ORC §149.43, your public records request will be promptly prepared and made available for your inspection at the earliest possible time,. If the record is not available in the office where this request is made, we will forward your request to the appropriate office for retrieval, and we will use the information provided above to notify you when the record is available.

If you wish to have copies made and/or have the record mailed to you, there may be a nominal charge, as provided by law, for copying and postage.

**We recognize that you cannot be compelled to complete this form as a condition to obtaining public records.** However, your completion of this form will assist us in identifying the existence of relevant records and promptly notifying you of their availability. It will also provide you with a record of your request, as well as the date thereof. Nonetheless, if you prefer not to complete this form, we will still make every effort to respond to your request as provided by law.

(Original to be kept with the office to which the request is directed. Copies to person making the request. Copies to Human Resources and Law Director optional.)