

# Records Request

**Notice to Staff & Records Requesters:** Per Ohio Sunshine Laws, records requests do **NOT** have to be made in writing; requests do **NOT** have to use specific language; and requesters do **NOT** have to provide a name, contact information or reason for request. The following information will assist in fulfilling records request. Requesters may choose to complete this form, or staff can take a verbal request and document it on this form.

## A. Records Requested

**Description of Records**

**Date or Date Range of Records (if appropriate)**

## B. Would you like to inspect the records in-house or request a copy of the records?

Inspect Records In-House

Request Copy of Records

## C. If you want a copy of records, please check which format you would prefer.

**\*A charge for the physical cost of reproduction and mailing may apply and must be prepaid. Not all records may be available in all formats.**

Paper

Electronic (PDF)

Other (please specify)

## D. Please check how you want to receive records and provide the contact information.

**Fax Number**

**Email Address**

**Mailing Address (Street Number, City, State, Zip)**

## E. Would you like to provide your name and a means of contact should we need to follow-up on your records request? You are NOT required to provide this information.

**Name**

**Phone, Email, OR Address**

## To be completed by staff

Staff Name Processing Request

Administrative Reviewer (for non-routine)

Date Request Received

Date Request Fulfilled

Format of Record Provided (circle one)

Inspect In-House / Fax / Email / Mail / Other

Cost (cost to copy + postage if applicable)