

BOARD OF TRUSTEES

Allen M. Freeman
Bonnie J. Batchler
Nicholas J. Kelly

Fiscal Officer

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PUBLIC RECORDS REQUEST FORM

Date of Request: _____

Attachments: ____ Yes ____ No

Requestor: _____
Last Name

First Name

Phone # _____

Email: _____

Address:

_____	_____	_____	_____	_____
Number	Street	City	State	Zip Code

Received: ____ in person ____ phone ____ fax ____ email ____ Other

Documents requested:

Please check request type: ____ inspection ____ copies ____ both

FOR INTERNAL USE:

Received by: _____
Name Department

Administrator Review: Yes ____ No ____ Legal Review: Yes ____ No ____

Records or Data Redacted? Yes ____ No ____

If yes, provide general reason and/or applicable ORC code section: _____

Please check the appropriate box:

1. ____ Documents inspected by and/or copies were provided to requestor on _____
Date

2. ____ Copies mailed to requestor on _____
Date

3. ____ Other: _____ / _____
Date