

**BOARD OF TRUSTEES**  
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FORM "J"

**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