

# VILLAGE OF NEW CONCORD PUBLIC RECORDS REQUEST FORM

Under Ohio law, you are not required to put your request in writing. You are also not required to identify yourself. However, we ask you to provide the information below because it will help us to expedite your records request.

1. NAME OF PERSON REQUESTING RECORDS:

\_\_\_\_\_

2. CONTACT INFORMATION FOR PERSON REQUESTING RECORDS: \_\_\_\_\_

\_\_\_\_\_

3. DESCRIBE IN DETAIL THE RECORDS SOUGHT:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. WOULD YOU LIKE COPIES OF THESE RECORDS OR DO YOU WANT TO INSPECT THESE RECORDS? (CIRCLE ONE)

COPIES (estimated copy cost: \$ \_\_\_\_\_)

INSPECT

.....  
PLEASE DO NOT WRITE BELOW THIS LINE  
.....

STAFFER TAKING REQUEST: \_\_\_\_\_

DATE AND TIME OF REQUEST: \_\_\_\_\_

AMOUNT OF MONEY RECEIVED: \$ \_\_\_\_\_

CIRCLE ONE: CASH CHECK (NO. \_\_\_\_\_) MONEY ORDER

DATE OF COMPELETION: \_\_\_\_\_

NOTES:

\_\_\_\_\_  
\_\_\_\_\_