

City of Circleville



PUBLIC RECORDS REQUEST

Ohio law does not require disclosure of your identity or intended use of requested records nor does it require that a request be in writing. However, a public office may ask that a request be in writing, disclosing the identity of the requestor and/or stating the intended use, when a written request, disclosure or intended use would enhance the ability to comply with the request. Completing this form will help us promptly fulfill your request within a reasonable amount of time. Regular business hours are Monday - Friday 7:30 a.m. to 4:00 p.m.

Note: For black and white photocopies of either letter or legal size documents, the fees shall be as follows: the 1st thru the 5th copy will be provided at no charge to the requestor. Beginning with the 6th copy provided there is a charge of five cents (\$.05) per copy. *Advance payment, including the cost of USPS regular mail postage, is required before any copies are prepared.*

REQUESTOR INFORMATION		
Name		Agency/Company
Address		City, State, Zip Daytime Phone (with area code)
Date of Request	Time of Request	Signature

Please provide your request below & indicate your preferred method of receipt of your request.

For City of Circleville use only		
Received By:	Date/Time Received:	Forwarded to Department of:
Date submitted for Legal Review:	Submitted by:	
Legal Reviewer: Please complete the following section and return to the submitter.		
<input type="checkbox"/> Request Approved with the recommended redactions: _____		
<input type="checkbox"/> Request Denied: Reason _____ _____		
Date of Review:	Signature of Legal Reviewer:	

To be completed by the appropriate department fulfilling the request			
Date Request Fulfilled	Fulfilled by	Number of Copies _____	<input type="checkbox"/> Cash
		Amount Charged \$ _____	<input type="checkbox"/> Check # _____

Ohio law provides that public records, except certain statutory exceptions, must be available at reasonable times during regular business hours. Upon request, the City of Circleville is afforded a reasonable period of time to assemble and organize these records, and have an attorney review and authorize each request before it is released. If any requested records are exempt from disclosure, the records, or parts thereof, will be withheld or redacted and you will provided with a statement for such action.