

# City of Wellston

## 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 8:00 a.m. to 4:30 p.m.

**Note:** There is a charge of ten cents (\$.10) per side. *Advance payment, including the cost of USPS regular mail postage, is required before any copies are prepared. If there is a large amount of research required, there may be a research fee of twenty-five dollars (\$25).*

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 Wellston 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 Wellston 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 be provided with a statement for such action.