

PUBLIC RECORDS REQUEST FORM

Date: _____

Your name: _____

Your Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

Dear Ridgemont Public Library

Under the **Ohio Open Records Law, §149.43 et seq.**, I am requesting an opportunity to inspect or obtain copies of public records that: _____

Describe the records or information sought with enough detail for the public agency to respond. Be as specific as your knowledge of the available records will allow. But it is more important to describe the information you are seeking.

If there are any fees for searching or copying these records, please inform me if the cost will exceed \$_____.

However, I would also like to request a waiver of all fees in that the disclosure of the requested information is in the public interest and will contribute significantly to the public's understanding of

Here, you can identify yourself as a representative of the news media if applicable and state that your request is related to news gathering purposes.

I would request a prompt response to this request. If you expect a significant delay in responding to or in fulfilling this request, please contact me with information about when I might expect copies or the ability to inspect the requested records.

If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.

Thank you for considering my request.

Signature: _____ Date: _____