



# Public Records Request Form

85 Commerce Street, Lockbourne, Ohio 43137 • Phone: (614) 491-3161 • Fax: (614) 491-8070  
www.lockbourneohio.us

Please type or print all information

*The below information is needed to fully and appropriately respond to your public records request. You may be contacted for clarification or additional information in response to your request. You will be contacted prior to issuance and mailing of the documentation for advance payment for costs that exceed \$1.00.*

NAME OF REQUESTER \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

INFORMATION BEING REQUESTED \_\_\_\_\_

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

SIGNATURE \_\_\_\_\_

<b><u>OFFICE USE ONLY</u></b>	
Date received _____	
Received by whom _____	
How request was received    Mail _____    In Person _____    Email _____    Phone _____	
Additional information _____	
_____	
_____	
Date request delivered _____	
Delivered by whom _____	
How request was delivered    Mail _____    In Person _____    Email _____	



## How to Obtain Public Records from Lockbourne

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Jane McJunkin, Village Administrator

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Ohio law requires the disclosure of public records, by all public offices, unless specifically exempted or excluded by law.

Ohio law prohibits a public office from conditioning a public records request (PRR) on disclosure of a requester's identity or intended use of documents sought.

Public offices which adopt a policy for handling of PRRs may request the name and contact information of a requester (including intended use), if the information would facilitate the public office to comply with the request, and if disclosed, that such information is not mandatory.

Ohio law allows a public office to obtain advance payment for copies.

### VILLAGE OF LOCKBOURNE PROCESS

- Submit a letter of request or obtain a pre-printed form, via in person or email, from the Village Municipal Building.
- State, as specifically as you can, the documents you are seeking.
- Include your contact information. If there are questions about your request, a Village official will contact you to obtain any revisions or clarifications which may be needed.
- Documents which are responsive to a PRR will be provided immediately, if readily available and otherwise mailed via regular U.S. mail or emailed to you.
- The Village requires advance payment for the costs of copies, reproductions and postage. Copies are charged at .05 cents per page. Copies and records which must be outsourced will be charged at actual Village costs. **CDs are \$1.00 per disk. Flash drives are \$\$\$\$ per drive.**

Ohio law requires the following disclosure: Ohio law prohibits the condition of public records on the disclosure of a requesters identify or the intended use of records requested. You may refuse to submit your request in writing or to provide your identity. The requester's contact information is sought to enhance the Village's ability to locate, identify and/or deliver your request.

Documentation responsive to your request will be provided at the time of request, if available, ready and otherwise by regular U.S. mail or email.

SIGNATURE \_\_\_\_\_