



## Richland County, Ohio Public Records Request FORM RC 100

*The Richland County, Ohio government belongs to the citizens of Richland County. We conduct our government activities in the open, and we are proud of our strong commitment to this important principle of democracy.*

**While a written request is not mandatory and the requestor may decline to reveal the requestor's identity or the intended use of the information requested, if you fill out this form it will help us provide the public records you are requesting in a more timely fashion.**

Name of Requestor	
Street Address	City, State, Zip
Phone Number	Today's Date
<p>Being as specific as possible, please describe what records you want to review. PLEASE PRINT.</p>	
<p>Richland County, Ohio provides photocopies of public records according to the following schedule: <b>24 copies or less – no charge. 25 copies or more – five cents each.</b> All requests require advance payment. <b>Mailing charges are assessed at actual cost.</b> There is no charge to inspect records while in Richland County buildings. Please check your preference below.</p> <p style="margin-left: 40px;"><input type="checkbox"/> I would like to inspect these records in the building when they are ready.</p> <p style="margin-left: 40px;"><input type="checkbox"/> I would like these records copied, and I will pick them up when they are ready.</p> <p style="margin-left: 40px;"><input type="checkbox"/> I would like these records copied and mailed to me at the address on this form.</p>	
Name of Richland County employee handling the request	Date Request was completed



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Public Records Request  
FORM RC 101**

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**Persons requesting twenty five (25) or more copies will be required to pay a fee of five cents per copy. Prepayment is required.**

Name of requestor – See RC 100	
Number of copies requested _____ @ \$.05 per page	Total Fee: \$
Copies of other materials (videotape, cassette, etc) See attached schedule for applicable fees.	Total Fee: \$
Receipt number _____	Total Fee: \$
<b>Record(s) not available:</b> Record has never been maintained by the county <input type="checkbox"/>  Record is no longer maintained or has been disposed of or transferred pursuant to RC-2 <input type="checkbox"/>  Record has been disposed of pursuant to an application of One-Time Records Disposal RC-1 <input type="checkbox"/>  Record is prohibited from release due to an applicable state or federal law <input type="checkbox"/> (State the applicable state of federal law) _____  <b>Record provided is not in the form of a paper document</b> <input type="checkbox"/>  Cassette tape <input type="checkbox"/> Video tape <input type="checkbox"/> Other (specify) _____ <input type="checkbox"/>  <b>Record is prohibited or exempted by law:</b>  Record has been forwarded to legal counsel for research/review <input type="checkbox"/>  Record has been reviewed and release has been denied by legal counsel <input type="checkbox"/>  Record has been reviewed by legal counsel and records are to be released <input type="checkbox"/>  <b>Record has been reviewed and contained non-releasable material</b> <input type="checkbox"/>  Upon review, non-releasable material has been redacted <input type="checkbox"/>  Releasing employee has noted the date, initials and name of the requestor on a copy of the reproduced page <input type="checkbox"/>	
Name of County employee handling request	Date request was completed