

WAYNE TOWNSHIP - CHAMPAIGN COUNTY - OHIO PUBLIC RECORDS REQUEST FORM

Per Ohio law a requestor is not required to provide identity or intended use of the requested record(s). However, the law does permit the Township to ask for the requestor's identity, contact information and the intended use of record(s), to assist the Township in identifying and delivering the record(s) requested. A requestor is also not required to put a record(s) request in writing. However, the law does permit the Township to ask for a written request to assist the Township in identifying and delivering the record(s) requested.

Name of Requestor _____

Please Print

Date of Request _____

Contact Information _____

(Preferred method of contact to be notified when records are ready for view or if additional information is required to fulfill your request)

Records Requested - Please be Specific

Wayne Township has an 'Inventory of Records' available to assist in identifying Township records

Record

Date Range

Preferred Method of Inspection:

_____ View records at Township Hall when they are ready

_____ Have copies made and will pick up when ready (FEEs Apply)

_____ Have copies made and mailed (FEEs Apply)

_____ Have copies emailed if available

Preferred medium if copies requested - (Paper, CD, USB Stick) _____

Email or Mailing Address for sending of records if requested

Email or Mailing Address _____

City/State _____

Zip _____

Following Section to be Completed by Wayne Township

Date Received: _____

Received By: _____

Estimated Date Records will be Ready for View: _____

Estimated Cost: _____ Details of Cost Included - **Prepayment is REQUIRED**

Payment Received - Date: _____

Receipt Number _____

____ Records Request Denied/Explanation (Legally Prohibited, Legal Review, Not Available, Etc.)

Records Request Completed by: _____

Date _____