

Village of Phillipsburg, Ohio

Public Records Request Form

(Prepared in accordance with Ohio Revised Code §149.43)

Purpose:

This form is provided for convenience to assist requesters and staff in documenting public records requests. A written request is *not required* by law. You may submit requests in person, by phone, email, or mail. Anonymous requests are permitted.

Date request received: _____

(Mark "in-person," "verbal," "written," or "email" and date-stamp written requests.)

Request received by (staff name): _____

Requester Information (optional)

Name (optional): _____

Address (required if requesting records by mail): _____

City _____ State _____ ZIP _____

Phone (optional): _____

Email (optional): _____

Record Request Details

Provide as much detail as possible to help locate the records.

Description of records requested:

Preferred format:

- ☐ Paper copies
- ☐ Electronic (PDF, spreadsheet, etc.)
- ☐ Inspection only

Preferred delivery method:

- ☐ In person
- ☐ Email
- ☐ Regular mail
- ☐ Electronic media (USB/CD, etc.)

Do you wish to receive an acknowledgment/confirmation of receipt?

☐ Yes ☐ No

Public Office Use Only

Tracking/log reference number: _____

Date completed: _____

Completed by: _____

Records provided: ☐ Yes ☐ No ☐ Partial ☐ Denied

If denied or redacted, specify legal authority (per ORC §149.43(B)(3)):

Notes on cost, delivery, or communication with requester:

Important Notice (Required Disclosures)

- You are not required to identify yourself or provide a reason for the request.
- Records will be made available within a reasonable period of time as defined by law.
- Redactions, if any, will be plainly visible and accompanied by the legal reason for withholding information.
- A copy of the *Village of Phillipsburg Public Records Policy* and *records retention schedule* is available in Village offices and on the official website.

Submit Requests via:

Village of Phillipsburg – Records Office
10868 Brookville-Phillipsburg Rd
Phillipsburg, OH 45354
Phone: (937) 884-5594

Email: records@phillipsburgoh.gov