



CARROLL COUNTY COMMISSIONERS

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Commissioners

*Jeffrey L. Ohler * Thomas R. White * Robert E. Wirkner*

PUBLIC RECORDS REQUEST

The Carroll County Board of Commissioners provides this form to manage the public records request process more efficiently, and to help avoid delays and confusion. The availability of public records is not limited by or conditioned on completion of this form. A written request for records is not mandatory and you may decline to identify yourself. If you do not want to make a written request, or do not want to reveal your identity, please call the Commissioners' office. The completed form should be sent to the address noted above.

PLEASE PRINT

Name of Requester		Today's Date
Street Address		City, State, ZIP
Phone Number(s)	Fax Number	Email

INFORMATION REQUESTED

Please be specific. Records sought must be identified with sufficient clarity in order to allow the Carroll County Board of Commissioners to identify, retrieve and review the records. The staff of the Commissioners' office is available to assist by advising you of the manner in which records are kept.

Relevant Dates _____

Description _____

For additional pace, please use the reverse side of this form.

RESPONSE (to be completed by Commissioners' office)

Number of Copies Requested _____ x \$ _____ per page = \$ _____ _____ x \$ _____ per page = \$ _____ Copies of Other Materials _____ x \$ _____ = \$ _____ _____ x \$ _____ = \$ _____	Total Fee \$ _____
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Date Requester Notified of Fees _____ by _____ (Employee Name) via _____ (mail, email, etc.)

Date Response Mailed, Emailed, Picked Up, Faxed or Inspected _____
 (Circle One and Complete Page 2)

CONTINUED ON PAGE 2

PUBLIC RECORDS REQUEST RESPONSE FORM

Thank you for your recent public record request. The Carroll County Board of Commissioners' response is as follows:

- Record(s) requested are enclosed.
- Record(s) do not exist.
- Record(s) have never been maintained by the Carroll County Board of Commissioners.
- Record(s) are no longer maintained and have been disposed of or transferred pursuant to RC-2.
- Record(s) are enclosed which contain visible redactions in accordance with State or Federal Law.
- Record(s) request is overly ambiguous. Please provide more detail.
- Record(s) are prohibited from release due to the following State or Federal Law:
 - Peace officer, firefighter, EMT, employee residential and familial information or photographs (ORC §149.43)
 - Medical Records (ORC §149.43)
 - Trial Preparation Records (ORC §149.43)
 - Confidential Law Enforcement Investigatory Records (ORC §149.43)
 - Records Concerning Recreational Activities of People Under Age 18 (ORC §149.43)
 - Security or Infrastructure Records (ORC §149.433)
 - Social Security Numbers (5 U.S.C.A. §552a)
 - Trade Secrets (ORC §122.36 and §1333.61)
 - Confidential Financial Information (ORC §166.05 and §921.04)
 - Tax Information (ORC §718.13, §5703.21, §5709.081, §5711.10, §5711.101, §5715.50, §5747.18)
 - Attorney-Client Privilege (ORC §2317.02)
 - Other (specify) _____
