

VILLAGE OF JEFFERSON, OHIO

PUBLIC RECORDS REQUEST FORM

Village of Jefferson
27 East Jefferson Street
Jefferson, Ohio 44047
Phone: 440-576-3944
Email: jarcaro@jeffersonohio.us

Pursuant to Ohio Revised Code §149.43 – Ohio Public Records Act

REQUESTER INFORMATION

Providing your contact information is optional. It may assist the Village in contacting you regarding clarification, availability, or delivery of the requested records.

Name: _____

Organization/Company (if applicable): _____

Phone: _____

Email: _____

PUBLIC RECORDS REQUEST

Please describe the public records you are requesting as specifically as possible. Include names, dates, subjects, departments, record types, or other information that will help the Village identify the records.

Records Requested: _____

Date Range of Records Requested: From: _____ To: _____

Department/Office, if known: _____

Specific Record or Subject Matter: _____

FORMAT / DELIVERY PREFERENCE

I would like to:

☐ Inspect the records at the Village office

☐ Receive copies by email, if available

☐ Receive paper copies

☐ Receive records on another available electronic medium

☐ Other: _____

The Village will provide records in the requested format when required or reasonably available under Ohio law. Copies may be subject to applicable charges permitted by law.

REQUESTER ACKNOWLEDGMENT

I understand that:

- Ohio law provides access to public records maintained by public offices, subject to applicable exemptions.
- A public-records request does not require me to state my identity or intended use of the records.
- This form is provided to assist the Village in identifying and fulfilling my request; use of this form is not required to make a public-records request.
- If my request is ambiguous or overly broad, the Village may ask me to clarify or revise the request so the responsive records can be reasonably identified.
- Records containing information exempt from disclosure may be redacted as required or permitted by law.
- I may be responsible for applicable copying, postage, delivery, or other costs permitted by Ohio law.

Requester Signature (optional): _____

Date: _____