



Franklin County
Board of Commissioners

ECONOMIC DEVELOPMENT & PLANNING

Economic Development & Planning Department
James Schimmer, Director



Public Records Request

Requestor Information

Name: _____

Address: _____

Phone # _____ Fax # _____

Email: _____

My preferred contact method is: Phone Fax Email

Staff Use Only

Request # _____

Date Filed: _____

Received By: _____

Date Completed: _____

Completed By: _____

Records Requested

Instructions: Please describe the records you are requesting. The more detail you provide, the faster we can fulfill your request

Type of Record	Time Period

Delivery Method

Instructions: Please indicate below how you would like to receive the records you requested

If you would like to receive the records by...	We will
<input type="checkbox"/> Picking up from our office	Contact you by your preferred contact method, as listed above <i>Please provide us your contact information above</i>
<input type="checkbox"/> Email	Email the records to you <i>Please provide an email address above</i>
<input type="checkbox"/> US Mail	Mail them to you <i>Please provide a postal address above</i>
<input type="checkbox"/> Fax	Fax them to you <i>Please provide a fax number above</i>
<input type="checkbox"/> Inspecting them in person at our office	Contact you by your preferred contact method, as listed above <i>Please provide us your contact information above</i>