

Commissioners
Marilyn Brown, President
Paula Brooks
John O'Grady

Economic Development & Planning Department
James Schimmer, Director

Public Records Request

Pursuant to
The Ohio Public Records Act



Requestor Information	
Name	
Address	
Phone #	Fax #
Email	
My preferred contact method is: <input type="checkbox"/> Phone <input type="checkbox"/> Fax <input type="checkbox"/> Email	

Staff Use Only
Request #
Date filed
Received by
Date completed
Completed by

Records Requested	
<p>Instructions: Please describe the records you are requesting The more detail you provide, the faster we can fulfill your request</p>	
Type of Record	Time Period
<i>Example: Building Permits in Brown Township</i>	<i>November 2006</i>

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