

PREBLE COUNTY AGRICULTURAL SOCIETY (PCAS)

PUBLIC RECORDS REQUEST FORM

The Ohio Public Records Act grants Ohio citizens the right to access open public records that exist at the time of the request. The OPRA does not require records custodians to compile information or create or recreate records that do not exist.

(Governmental Entity Name and Name and Contact Information for the Public Records Request Coordinator)

To:

(Insert Requestor's Name and Contact Information)

From:

Is the requestor an Ohio citizen? Yes No

Request: Inspection (The PCAS does not permit fees or require a written request for inspection onlyⁱ.)

Copy/Duplicate

If costs for copies are assessed, the requestor has a right to receive an estimate. Do you wish to waive your right to an estimate and agree to pay copying and duplication costs in an amount not to exceed \$ _____? If so, initial here: _____.

Delivery preference: On-Site Pick-Up
 Electronic

USPS First-Class Mail
 Other: _____

Records Requested:

Provide a detailed description of the record(s) requested, including: (1) type of record; (2) timeframe or dates for the records sought; and (3) subject matter or key words related to the records. Under the OPRA, record requests must be sufficiently detailed to enable a governmental entity to identify the specific records sought. As such, your record request must provide enough detail to enable the records custodian responding to the request to identify the specific records you are seeking.

Signature of Requestor and Date Submitted

Signature of Public Records Request Coordinator and Date Received
