



**FAIRFIELD COUNTY BOARD OF COMMISSIONERS
PUBLIC RECORDS REQUEST FORM**

Pursuant to O.R.C. 149.43, the Fairfield County Board of Commissioners’ office is willing to provide public records (record) in response to requests not exempted from disclosure by law. You are not legally required to complete a written request, or provide your personal information, but providing this information enhances our ability to identify, locate, and deliver the requested record. Fairfield County charges \$0.05 per page (letter or legal size) for copies of public records. These fees cover copying costs. Additional charges may apply for larger size copies and responses provided on forms of multimedia. You will also be responsible for expenses such as delivery, postage, and costs related to the transmission of the record; and all fees are due upon receipt of the record.

If you are providing a written request, please use the space below to legibly print a clear description or identification, including any relevant timeframes, of the record you wish to receive. If the request is unclear or too broad, we may be unable to provide you with the record.

If you wish to provide your name, address, phone number, and email address, the Fairfield County Board of Commissioners’ office can fulfill the request more efficiently. Again, this is not a legal requirement, and the Commissioners’ office will make the records available without such identification.

NAME _____

ADDRESS _____

TELEPHONE _____

E-MAIL _____