



# PUBLIC RECORDS REQUEST FORM

This form is intended to help staff facilitate your request for public records.

**Please note: The requestor’s refusal to complete this form does not impair the requestor’s right to inspect and/or receive copies of the public record. (R.C. 149.43(B)(5))**

Requestor’s Information	
Requestor’s Name	
Requestor’s Address	
Requestor’s Phone Number	
Requestor’s Email Address	
Date & Time of Request	

Requested Information			
Specific Information Requested (please include dates, if applicable)			
Type of record, if known			
In-person review or copies?		Format of copies(e.g., email, paper, USB)?	

Please forward this form to the appropriate city department, if known. If you are unsure, you can forward this form to Clerk Jennifer Mason at [jmason@newalbanyohio.org](mailto:jmason@newalbanyohio.org) or call (614) 939-2244 with questions.

Public records will be available for inspection during normal business hours. Copies of public records will be made within a reasonable period of time. Cost: \$.05 per hard copy page, or \$1.00 per CD, or \$5.00 for a USB drive. If mailed, cost can include the price of postage and mailing supplies. There is no charge for electronic copies of documents sent via e-mail. For a complete copy of the city’s Public Records Policy and more, please ask at the desk or see our website at [www.newalbanyohio.org/Public-Records](http://www.newalbanyohio.org/Public-Records).

For Office Use Only

Received by: \_\_\_\_\_ Date: \_\_\_\_\_  
Records released date: \_\_\_\_\_ Format: \_\_\_\_\_