

# SANDUSKY COUNTY REQUEST FOR PUBLIC RECORD

Sandusky County Appointing Authorities (SCAA) hereby inform the public; their public office will act in accordance with the requirements of Ohio Public Records Act as described in Section 149.43 of the Ohio Revised Code and any amendments thereto.

Although *it is not mandatory to submit a public record request in writing; nor are you required to provide your identity, or the intended use of the requested public record*, it is recommended a written request be provided to enhance the ability of the County to comply with the request.

## **PLEASE PRINT**

Name of Requestor	
Street Address	City, State, Zip
Phone Number	Date

Identify the records requested with sufficient clarity to allow the County office to identify, retrieve, and review the records.

Please check preference.

- Paper Copies                       On sight inspection                       US Mail  
 Downloaded computer files       Compact disc                               3.5" diskette  
 Documents e-mailed to: \_\_\_\_\_

**email address**

I understand my request will be made available for inspection *promptly*, and copies of public records must be made available within a *reasonable* period of time. I also understand a copy of the public records policy and schedule of records retention (RC-2) will be provided if needed.

\_\_\_\_\_  
Signature of Appointing Authority / Designee

\_\_\_\_\_  
Date Request Completed