

PUBLIC RECORDS REQUEST (FORM RC-100)

(PUBLIC RECORDS LAW, H.B. 9 – EFFECTIVE 10-1-07)



While not mandatory, completion of this form will help us provide the public record(s) you are requesting in a more timely fashion. Public records requests will be accommodated during regular business hours between 8:00 a.m. and 4:30 p.m. on regular business days. No requests will be accepted on weekends or holidays.

PLEASE PRINT LEGIBLY

Name of Requestor	
Street Address	City, State & Zip
Business Phone: _____	Today's Date:
Home Phone: _____	
Cell Phone: _____	
Please describe what records you want to review. Be as specific as possible.	
The City of Trotwood provides photocopies of public records at the following cost: a. First 20 pages are free of charge for 8.5"x11" or 8.5"x14" paper. b. Starting at page 21, the cost is \$0.10 per page. c. Larger pages, such as blueprints/drawings, will be charged at \$3.00 per page. d. All payments are required in advance. e. Postage fees will be added to the charges. There is no charge to inspect records in a City of Trotwood government building. Please indicate your preference below: <input type="checkbox"/> I would like to inspect these records in the building when they are ready. <input type="checkbox"/> I would like these records to be copied and I will pick them up when they are ready. <input type="checkbox"/> I would like these records to be copied and mailed to me at the above address.	
For City of Trotwood Use Only	
Employee Handling Request	Date Request Completed

c: Law Director
Clerk of Council

City of Trotwood ♦ 3035 Olive Road ♦ Trotwood, OH 45426