# ELINIDING SAFERIA

## Department of Building Safety

Building Codes Floodplain Development Zoning Code

# **Request for Public Records**

### Important:

Completion of this form is not mandatory. Your refusal to complete or provide any and/or all information on this form will not affect your right and/or ability to inspect and/or receive copies or reproductions of the requested records. (RC.149.43(B)(5)).

If you choose to complete this form, it will help us to better and more effectively serve you in providing you with the records you are requesting.

Today's Date:	1. General Information: (Please Print.)			
Street Address:  City: State: Zip: Phone Number:  Email Address:  2. Information on Record: (Please Print).  With as much specific as possible, please describe what records you are requesting. (Use the back or	Today's Date:			
City: State: Zip:  Phone Number:  Email Address:  2. Information on Record: (Please Print).  With as much specific as possible, please describe what records you are requesting. (Use the back or	Name:			
City: State: Zip:  Phone Number:  Email Address:  2. Information on Record: (Please Print).  With as much specific as possible, please describe what records you are requesting. (Use the back or				
Email Address:  2. Information on Record: (Please Print).  With as much specific as possible, please describe what records you are requesting. (Use the back or			_Zip:	
Email Address:  2. Information on Record: (Please Print).  With as much specific as possible, please describe what records you are requesting. (Use the back or	Phone Number:			
With as much specific as possible, please describe what records you are requesting. (Use the back or				
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### 3. Inspection of Record: (Check Your Preference Below.)

There is no charge to inspect public records while in the Delaware County, Ohio office where the records are kept. Delaware County, Ohio has adopted and provides photocopies and reproductions of public records in accordance with the Fee Schedule and Policy Regarding Fees for Copies and Reproductions of Public Records.

I would like to inspect these records in the office when they are ready.

I would like these records copied/reproduced and I will pick them up when they are ready.

I would like these records copied and mailed (i.e. U.S. Mail or courier service) to me at the address on this form.

I would like these records copied and, if possible, emailed to me at the address on this form.

### 4. Medium:

Preferred Medium (i.e. paper, email (pdf or locked format only), CD-Rom, ect...) for copy/reproduction.

(Medium is limited by the determination of record custodian as to the types of media upon which the record can reasonably be duplicated as an integral part pf the normal operations of the public office or records custodian.)