

**JACKSON COUNTY, OHIO  
PUBLIC RECORDS REQUEST  
FORM RC 100**

*The Jackson County, Ohio government belongs to the citizens of Jackson County. We conduct our government activities in the open, and we are proud of our strong commitment to this important principle of democracy.*

**WHILE NOT MANDATORY, IF YOU FILL OUT THIS FORM IT WILL HELP US PROVIDE THE PUBLIC RECORDS YOU ARE REQUESTING IN A MORE TIMELY FASHION.**

Name of Requestor \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Phone No. \_\_\_\_\_ Today's Date \_\_\_\_\_

**With as much specificity as possible, please describe what records you want to review. PLEASE PRINT.**

**Jackson County, Ohio provides photocopies of public records according to the following schedule:**

**Copy costs are \$.10 per copy. All requests require advance payment. Mailing charges are assessed at actual cost. There is no charge to inspect the records while in Jackson County buildings. Please check your preference below.**

\_\_\_ I would like to inspect these records in the building when they are ready.

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

\_\_\_ I would like these records copied and mailed to me at the address on the form.

Name of Jackson County Employee Handling Request

Date Request Was Completed

\_\_\_\_\_

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