## **Allen County Auditor's Office Public Records Request Form**

Thank you for your recent public request. The Allen County Auditor's Office will respond in accordance to the applicable provisions of the Ohio Public Records Act.

Date of Request	Name of Employee Taking Request:	
Name of Person Reques  Detail of Information Re	ting Information(not requirequested:	ed)
-	mail email phone ester to supply information:	office visit
( For office use only) T The records/information	he records/information reque	Legal Authority Cited (if applicable)
$\Box$ Is not maintained by t	his office (office will attempt to	direct requestor to correct office)
☐ Is overly ambiguous (despite efforts to clarify).		ORC 149.43 (B)(2)
□ Does not exist and/or no obligation to create		ORC 149.40
☐ Has been disposed pursuant to One Time Records Disposal or pursuant to Retention Schedule		RC-2
☐ Is not subject to release in its entirety		(Cite Legal Authority)
☐ Is subject to release, h information ORC 149.43		have been made to protect exempted
		<del></del>
Prepared by:		Date:

This form must be completed for each public records request. The parties requesting the information is not required to give name, address, phone number, or reason/purpose for request. The auditor's office does have the right to ask general questions so that the request can be completed to the requestors' satisfaction. Charges: First 10 pages are free then \$.05 for each page after.

Revised 8/31/2010