

**VILLAGE OF NEW RICHMOND**

**PUBLIC RECORDS REQUEST FORM**

The Public Records Law (Ohio Revised Code 149.43) generally requires every public office, including the Village of New Richmond, to prepare promptly all public records and make them available for inspection at all reasonable times during regular business hours. Upon request and within a reasonable period of time, a public office must make copies of public records available at cost.

Please complete this informational form to initiate a request by any member of the public to inspect, or have copies made of, any public record kept by the Village of New Richmond.

**Note that under the Public Records Law requesters are not required to make a written request or reveal their identity. If you want to make a verbal request please call: 513-553-4146.**

**1. Date of this Public Record request:** \_\_\_\_\_

**2. Time of this Public Record request:** \_\_\_\_\_

**3. Contact Information (Optional):** \_\_\_\_\_

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

**4. Please list as specifically as possible the Public Records requested: (Attach additional pages if necessary.)**

**Public Records to be inspected at New Richmond Village Hall:**

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**Public Records to be copied at New Richmond Village Hall:**

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**For Village of New Richmond Use Only**

Date Request Received: \_\_\_\_\_ Initials of Receiving Clerk: \_\_\_\_\_

Date of Delivery of Public Records for Inspection: \_\_\_\_\_

Date of Delivery of Copied Public Records: \_\_\_\_\_

Number of Pages Copied: \_\_\_\_\_ at \_\_\_\_\_ per copy

Total Charges for Pages Copied: \_\_\_\_\_ Paid: Yes or No (Circle One)

Signature of Records Clerk: \_\_\_\_\_