

## Village of Richwood Public Records Request Form

The Village of Richwood provides this Public Records Request Form for management and efficiency of the Public Records Request process, in an attempt to avoid delays and confusion. However, a written request for records is not mandatory and you may decline to identify yourself. If you do not want to make a written request, or do not want to reveal your identity, please call the Village office at 740-943-3315. If you choose to use this form, please provide specific details about what you are requesting, including time frame, locations, etc. (if applicable). Date Requested: \_\_\_\_\_

Requestor Name (Not Required): \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone (Optional): \_\_\_\_\_ Email (Optional): \_\_\_\_\_

Records Requested: \*Please provide as much specific detail as possible so the office can identify the RECORDS that you are seeking. You may attach additional pages, if necessary.

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Receive records by (please select one):  E-Mail  Mail  In-Person

Cost for media:

.05¢ per page

.75¢ per CD/DVD

\$5.00 per Thumb drive

Note: For any records requested by usps/other delivery service, please send to:

Village of Richwood  
153 N. Franklin St.  
Richwood, Ohio 43344  
Attn: Records