

VILLAGE OF JACKSONVILLE
P.O. BOX 185
JACKSONVILLE, OH 45740

PUBLIC RECORDS REQUEST FORM

For Official Use Only

Date Received: _____

U.S. Mail

By Whom: _____

Email

Requester (Please print):

Please note: This information is needed to fully and appropriately respond to your request. You may be contacted for clarification or additional information in response to your request. You will be contacted prior to issuance and mailing of the documentation for advance payment of costs. Please note: the Village of Jacksonville, Ohio is not required to produce a new record in order to comply with your request. Only records that currently exist will be provided.

NAME

STREET ADDRESS

CITY, STATE AND ZIP

CONTACT PHONE NUMBER

Please describe the information being requested:

Please provide any additional information that may assist us in fulfilling your request more quickly: _____

The Village of Jacksonville, Ohio requires advance payment for copies, reproductions and postage. Copies are charged at \$0.20 per page. Copies and records which must be outsourced will be charged at actual Village cost. Copies that are emailed will not incur a charge.

Ohio Law requires the following disclosure: Ohio Law prohibits the conditioning of public records on the disclosure of a requester's identity or the intended use of requested information. You may refuse to submit your request in writing or to provide your identity. The requester's contact information is sought to enhance the Village's ability to locate, identify and/or deliver your request.

Documentation responsive to your request will be provided by regular U.S. mail or email as indicated at the top of the Public Records Request Form.

OHIO PUBLIC RECORDS LAW 2007

- Ohio Law requires the disclosure of public records, by all public offices unless specifically exempted or excluded by law.
- Ohio Law prohibits a public office from conditioning a public records request ("PRR") on disclosure of a requester's identity or intended use of documents sought.
- Public offices which adopt a policy for handling PRRs may request the name and contact information of a requester (including intended use) if the information would facilitate the public office to comply with the request, and if disclosed that such information is not mandatory.
- Ohio Law allows a public office to obtain advance payment for copies.

HOW TO OBTAIN PUBLIC RECORDS IN THE VILLAGE OF JACKSONVILLE, OHIO:

- Submit a letter request or obtain a pre-printed form from the Village of Jacksonville website at www.jacksonvilleoh.com.
- State, as specifically as you can, the documents you are seeking.
- You may include your contact information. If there are questions regarding your request, a Village official will contact you to obtain any revisions or clarification which may be needed.
- Mail your request to P.O. Box 185, Jacksonville, OH 45740 or submit via email to jacksonvilleohio@yahoo.com
- Documents which are responsive to a public records request will be mailed to you via regular U.S. mail or email as indicated on the Public Records Request Form.
- You may be asked to remit advance payment for the cost of copies, reproductions and postage. No fee will apply to records that are emailed to the requester.
- If you have questions about the Village policy please contact:
 - Heather Rockwell: Phone: (740) 684-0150 Email: jacksonvilleohio@yahoo.com