The City of Huron, Ohio
Public Records Request
Form COH 100

The City of Huron, Ohio government belongs to the citizens of the City of Huron. 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.

<table>
<thead>
<tr>
<th>Name of Requestor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address</td>
</tr>
<tr>
<td>Phone Number</td>
</tr>
</tbody>
</table>

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

The City of Huron, Ohio provide photocopies of public records according to the following schedule: — ten cents each. All requests require advance payment. Mailing charges are assessed at actual cost. There is no charge to inspect records which in City of Huron 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 copies and mailed to me at the address on this form.

| Name of City of Huron employee handling request | Date request was completed |
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Public Records Request
Form COH 101

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Persons requesting copies will be required to pay a fee of ten cents per copy. Prepayment is required.

<table>
<thead>
<tr>
<th>Name of Requester—See COH 100</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of copies requested @ $10 per page</td>
</tr>
<tr>
<td>Copies of other materials (video tape, cassette, etc) See attached schedule for applicable fees</td>
</tr>
<tr>
<td>Receipt number</td>
</tr>
</tbody>
</table>

Record(s) not available:
- Record has never been maintained by the city □
- Record is no longer maintained or has been disposed of or transferred pursuant to RC-2 □
- Record has been disposed pursuant to an application of One-Time Records Disposal RC-1 □
- Record is prohibited from release due to an applicable state or federal law □
  
(State the applicable state or federal law) __________________________________________

Record provided is not in the form of a paper document □
- Cassette Tape □
- Video Tape □
- Other (specify) __________________________ □

Record is prohibited or exempted by law:
- Record has been forwarded to legal counsel for research / review □
- Record has been reviewed and release has been denied by legal counsel □
- Record has been reviewed by legal counsel and records are to be released □

Record has been reviewed and contained non-releasable material □
- Upon review, non-releasable material has been redacted □
- Releasing employee has noted the date, initials, and name of the request on a copy of the reproduced page □

| Name of City employee handling request | Date request was completed |