



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.

Name of Requestor	
Street Address	City, State, Zip
Phone Number	Today's Date
With as much specificity as possible, please describe what records you want to review. PLEASE PRINT.	
<p>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.</p> <p>I would like to inspect these records in the building when they are ready.</p> <p>I would like these records copied, and I will pick them up when they are ready.</p> <p>I would like these records copies and mailed to me at the address on this form.</p>	
Name of City of Huron employee handling request	Date request was completed



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

Name of Requester—See COH 100	
Number of copies requested _____ @ \$.10 per page	Total fee: \$ _____
Copies of other materials (video tape, cassette, etc) See attached schedule for applicable fees	Total fee: \$ _____
Receipt number _____	Total fee: \$ _____
Record(s) not available: Record has never been maintained by the city <input type="checkbox"/> Record is no longer maintained or has been disposed of or transferred pursuant to RC-2 <input type="checkbox"/> Record has been disposed pursuant to an application of One-Time Records Disposal RC-1 <input type="checkbox"/> Record is prohibited from release due to an applicable state or federal law <input type="checkbox"/> (State the applicable state or federal law) _____	
Record provided is not in the form of a paper document <input type="checkbox"/> Cassette Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____ <input type="checkbox"/>	
Record is prohibited or exempted by law: Record has been forwarded to legal counsel for research / review <input type="checkbox"/> Record has been reviewed and release has been denied by legal counsel <input type="checkbox"/> Record has been reviewed by legal counsel and records are to be released <input type="checkbox"/>	
Record has been reviewed and contained non-releasable material <input type="checkbox"/> Upon review, non-releasable material has been redacted <input type="checkbox"/> Releasing employee has noted the date, initials, and name of the request on a copy of the reproduced page <input type="checkbox"/>	
Name of City employee handling request	Date request was completed