

PUBLIC RECORDS REQUEST

Instructions: Columbus State Community College (CSCC) uses this form to manage public records requests efficiently and to aid in avoiding delays and confusion. Under the Ohio Public Records Act, a written request for records is not mandatory and requesters may submit requests anonymously. CSCC may ask requesters to provide more information to assist in identifying, locating, and responding to the record request; however, the requester may decline to provide any information. If you do not wish to submit a written request, please contact the CSCC Legal Office by phone or in person.

Desired Format of Records:

Paper Copies	<input type="checkbox"/>	Electronic	<input type="checkbox"/>	Inspection Only	<input type="checkbox"/>	Other (Specify)	<input type="checkbox"/>	_____
Mail Copies	<input type="checkbox"/>	Pick-Up Copies	<input type="checkbox"/>	Email Copies	<input type="checkbox"/>	Compact Disc	<input type="checkbox"/>	

Date of Request: (required) _____ **Telephone:** (optional) _____

Requester's Name: (optional) _____

Address: (required for mailing copies) _____

Email: (required for emailing copies) _____

Specific Records Requested: (Please provide a description of the specific records requested. You may write on the back of the form or attach additional pages, if necessary. CSCC may deny overly broad requests, in which case the requester may revise their request.)

Processing Information (to be completed by department fulfilling request)

Employee/Department Fulfilling Request _____

Records forwarded to legal counsel for review Yes No

Number of paper copies requested _____ at \$0.10 per page

Number Copies of other materials (video tape, cassette, disc, etc.) _____ at \$ _____ each

Postage \$ _____

Total Fee \$ _____

The requester may pay at the cashier's office and present the receipt to pick up the records.

The received costs should be deposited into the copy/duplication account of the department fulfilling the request (**Please advise Cashier's Office of account number**).

Date Request Completed _____

Additional Comments _____