

City of Dayton Public Information Request Form



The following information is requested on a **voluntary** basis to help City of Dayton staff respond to your public information request more efficiently. According to the State of Ohio's Public Records Act, you are **not required** to provide the following information to submit a Public Information Request. However, providing the information below may assist City staff in obtaining the documents you seek in a more accurate and timely manner.

Department Receiving Request: _____ Date of Request: _____

Contact Information (Voluntary)

Name of Requestor: _____

Phone Number: _____ Fax Number: _____

Mailing Address: _____

E-Mail Address: _____

Documents Requested

Please identify the documents/records being requested. Please be as specific as possible. The more specific your request, the better City staff can locate and retrieve the information you are seeking in a timely manner. Please attach additional pages if necessary.

Receiving Public Documents

How would you like to receive the information you are requesting:

- I will pick up/review copies at the designated City office.
 - City of Dayton can call the above listed phone number to notify me when information is available for pick up or review.
 - I will call City offices to determine when information is available for pick up or review.

- Mail copies to the mailing address listed above.
- E-Mail copies to the e-mail address listed above (as practical).
- Fax copies to the fax number listed above (as practical).
- I wish to review the information only; no copies necessary at this time.

Cost

The cost to obtain documents through a public information request is 5 cents per copy, or the actual cost of the medium in which the information is provided (i.e. computer disc, videotape, etc.). Unless otherwise agreed upon, payment is due before or at the time the documents are provided. Checks should be made payable to the City of Dayton.

OFFICE USE ONLY:

DATE INFORMATION FORWARDED TO REQUESTOR: _____ FORMAT OF INFORMATION PROVIDED: _____