

**ALLEN COUNTY HEALTH DEPARTMENT**  
**Public Records Request**

219 E. Market Street Lima OH 45801

Phone: 419-228-4457

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**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. Thanks!**

Name of Requestor	
Street Address	City, State Zip
Phone Number	Today's Date
<p>With as much specificity as possible, please describe what records you want to review. PLEASE PRINT.</p>	
<p>We provide photocopies of public records according to the following schedule for letter and legal size paper: <b>10 copies or less – no charge. 10 copies or more -- five cents each beginning with the first copy.</b> All requests require advance payment. For 11 X 17 size paper, the charge is five cents beginning with the fifth page. <b>Mailing charges are assessed at actual cost.</b> There is no charge to inspect records. Please check your preference below.</p> <p style="margin-left: 40px;"><input type="checkbox"/> I would like to inspect these records in the building when they are ready.</p> <p style="margin-left: 40px;"><input type="checkbox"/> I would like these records copied, and I will pick them up when they are ready.</p> <p style="margin-left: 40px;"><input type="checkbox"/> I would like these records copied and mailed to me at the address on this form.</p>	
Name of employee handling request	Date request was completed

# Allen County Health Department Public Records Response Form

Name of Requestor – See Reverse Side	
Number of copies requested _____ @ \$.05 per page. Size of Paper _____	Total fee: \$ _____
Copies of other materials (video tape, cassette, etc) Include postage and envelope when applicable.	Total fee: \$ _____
Receipt number	Total fee: \$ _____
<p><b>Record(s) not available:</b></p> <p>Record has never been maintained by this office <input type="checkbox"/></p> <p>Record is no longer maintained or has been disposed of or transferred pursuant to RC-2 <input type="checkbox"/></p> <p>Record has been disposed pursuant to an application of One-Time Records Disposal RC-1 <input type="checkbox"/></p> <p>Record is prohibited from release due to an applicable state or federal law. <input type="checkbox"/></p> <p style="padding-left: 40px;">(State the applicable state or federal law ) _____</p> <p><b>Record provided <u>is not</u> in the form of a paper document</b> <input type="checkbox"/></p> <p>List type of media when not paper _____ <input type="checkbox"/></p> <p><b>Record is or may be prohibited or exempted by law:</b></p> <p>Record has been forwarded to legal counsel for research / review <input type="checkbox"/></p> <p>Record has been reviewed and release has been denied by legal counsel <input type="checkbox"/></p> <p>Record has been reviewed by legal counsel and records are to be released <input type="checkbox"/></p> <p><b>Record has been reviewed and contained non-releasable material</b> <input type="checkbox"/></p> <p>Upon review, non-releasable material has been redacted and redaction clearly visible <input type="checkbox"/></p> <p><b>Record Request is Ambiguous or Overly Broad. Does the Requestor wish to revise the request?</b></p>	
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