

**Darke County, Ohio Public Records Request**  
Form RC 100

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.	

Copies are \$ .10 per page. All requests require advance payment. Mailing charges are assessed at actual cost. There is no charge to inspect records while in Darke County 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 copied and mailed to me at the address on this form.

Name of Darke County employee handling request	Date request was completed
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<b>Receipt of Pickup</b>	
I acknowledge that the requested public record items were picked up and satisfy my request.	
Signature of Requestor	Date

**Darke County, Ohio**  
**Public Records**  
 Form RC 101

**Prepayment is required.**

Name of Requestor See RC 100	
Number of copies requested _____ @ \$ <u>0.10</u> per page	Total fee: \$
<i>Postage and handling</i>	
Copies of other materials (video tape, cassette, etc)	Total fee: \$
<i>Postage and handling</i>	
Receipt Number:	Total fee: \$
Record(s) not available:	
<input type="checkbox"/> Record has never been maintained by the County. <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 Record is no longer maintained or has been disposed of or transferred pursuant to RC-2 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. (State the applicable state or federal law) _____	
Record provided <u>is not</u> in the form of a paper document	
<input type="checkbox"/> Cassette Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	
Record is prohibited or exempted by law:	
<input type="checkbox"/> 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 requestor on a copy of the reproduced page	
Name of County employee handling request	Date request was completed