

Allen County Auditor's Office Public Records Request Form

Thank you for your recent public request. The Allen County Auditor's Office will respond in accordance to the applicable provisions of the Ohio Public Records Act.

Date of Request _____ Name of Employee Taking Request: _____

Name of Person Requesting Information _____
(not required)

Detail of Information Requested: _____

How was request made: mail email phone office visit

How do we contact requester to supply information: _____

(For office use only) The records/information requested:

The records/information requested: _____ Legal Authority Cited
(if applicable)

Is available and will be ready to requester on _____

Is not maintained by this office (*office will attempt to direct requestor to correct office*)

Is overly ambiguous (despite efforts to clarify). ORC 149.43 (B)(2)

Does not exist and/or no obligation to create ORC 149.40

Has been disposed pursuant to One Time Records
Disposal or pursuant to Retention Schedule RC-2

Is not subject to release in its entirety _____
(Cite Legal Authority)

Is subject to release, however the following redaction have been made to protect exempted information ORC 149.43(B)(1)-(3):

Prepared by: _____

Date: _____

This form must be completed for each public records request. The parties requesting the information is not required to give name, address, phone number, or reason/purpose for request. The auditor's office does have the right to ask general questions so that the request can be completed to the requestors' satisfaction. Charges: First 10 pages are free then \$.05 for each page after.
Revised 8/31/2010