



COLUMBIANA COUNTY, OHIO PUBLIC RECORDS REQUEST FORM CC 100

The Columbiana County, Ohio government belongs to the citizens of Columbiana County. We conduct our government activities in the open, and we are proud of our strong commitment to this important principle in democracy.

While not mandatory, if you fill out this form it will help us provide the public records you are requesting in a timelier fashion.

Name of Requester:

Email Address

Street Address:

City, State, Zip Code

Phone Number

Today's Date

With as much specificity as possible, please describe what records you want to review. PLEASE PRINT.

Columbiana County, Ohio provides photocopies of public records according to the following schedule:
Copies per page – 5 cents each. All requests require advance payment. **Mailing charges are assessed at actual cost.** There is no charge to inspect records while in Columbiana County buildings, or for records to be emailed. 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.
- ☐ I would like these records attached and emailed to the email address on this form.

Name of Columbiana County employee handling request	Date request was completed
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