

## PUBLIC RECORDS REQUEST FORM RC 100

The government of the City of Mason, Ohio, belongs to the citizens of Mason. We conduct our government activities in the open and we are proud of our strong "Commitment to Excellence in Public Service" to this important principal of democracy.

**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: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
Street City State Zip Code

PHONE: \_\_\_\_\_ DATE: \_\_\_\_\_

With as much specificity as possible, please describe what records you want to review. Please print.

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The City of Mason, Ohio provides photocopies of public records at a cost of **five cents each for sizes up to 11" x 17"**. Larger sizes and CDs are charged at cost. All requests require advance payment. **Mailing charges are assessed at actual cost.** There is no charge to inspect records while in Mason city 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. (Must be prepaid)
- I would like these records copied and mailed to me at the address on this form. (Must be prepaid)

NAME OF CITY EMPLOYEE HANDLING REQUEST: \_\_\_\_\_ DATE: \_\_\_\_\_