**Village of Phillipsburg, Ohio**

Public Records Request Form
(Prepared in accordance with Ohio Revised Code §149.43)

Purpose:
This form is provided for convenience to assist requesters and staff in documenting public records requests. A written request is *not required* by law. You may submit requests in person, by phone, email, or mail. Anonymous requests are permitted.

Date request received: _____
(Mark "in-person," "verbal," "written," or "email" and date-stamp written requests.)

Request received by (staff name): _____

---

**Requester Information (optional)**

Name (optional): _____
Address (required if requesting records by mail):

---

City _____ State _____ ZIP _____
Phone (optional): _____
Email (optional): _____

---

**Record Request Details**

Provide as much detail as possible to help locate the records.

Description of records requested:

---

---

---

Preferred format:
☐ Paper copies
☐ Electronic (PDF, spreadsheet, etc.)
☐ Inspection only

Preferred delivery method:
☐ In person
☐ Email
☐ Regular mail
☐ Electronic media (USB/CD, etc.)

Do you wish to receive an acknowledgment/confirmation of receipt?
☐ Yes ☐ No

---

**Public Office Use Only**

Tracking/log reference number: _____
Date completed: _____
Completed by: _____
Records provided: ☐ Yes ☐ No ☐ Partial ☐ Denied
If denied or redacted, specify legal authority (per ORC §149.43(B)(3)):

---

Notes on cost, delivery, or communication with requester:

---

---

**Important Notice (Required Disclosures)**

- You are not required to identify yourself or provide a reason for the request.
- Records will be made available within a reasonable period of time as defined by law.
- Redactions, if any, will be plainly visible and accompanied by the legal reason for withholding information.
- A copy of the *Village of Phillipsburg Public Records Policy* and *records retention schedule* is available in Village offices and on the official website.

---

Submit Requests via:

Village of Phillipsburg – Records Office
10868 Brookville-Phillipsburg Rd
Phillipsburg, OH 45354
Phone: (937) 884-5594

Email: **records@villageofphillipsburg.org**