

Robert J. Hille, Ottawa County Treasurer

315 Madison Street, Port Clinton, Ohio 43452

Phone: 419-734-6750 Fax: 419-734-6738

Request for Public Information (General)

Please Note: Ohio law does not require disclosure of your identity or intended use of requested records nor does it require that a request be in writing. However, a public office may ask that a request be in writing, disclosing the identity of the requester and/or stating the intended use, when a written request, disclosure of identity or intended use would enhance the ability to comply with the request.

Requested by:

Name: _____

Agency: _____

Address: _____

City, State, and Zip: _____

Daytime Phone: (____) - _____

Date of Request: _____ Time of Request: _____

Intended use of the information _____

Signature: _____

Please provide as much of the following information as possible so we may easily locate the information you are requesting. Please attach copies of any documents that may describe your request, (i.e., subpoenas, letters, etc.)

Information _____ **Complaints** _____ **Permits** _____ **Other (describe)**

Ohio law provides that public records, except certain statutory exceptions, must be available at reasonable times during regular business hours. Upon request, the County is afforded a reasonable period of time to assemble and organize these records, and have an attorney review and authorize each request before it is released. If any requested records are exempt from disclosure, the records or parts thereof, will be withheld or redacted, and you will be provided with a statement of the legal basis for such action.

For Internal Use Only: Request Approved _____ Request Denied _____

By: _____

