



# 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 more timely fashion.**

Name of Requestor	
Street Address	City, State Zip
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: <b>Copies per page – five cents each.</b> All requests require advance payment. <b>Mailing charges are assessed at actual cost.</b> There is no charge to inspect records while in Columbiana County buildings. Please check your preference below.	
<input type="checkbox"/> I would like to inspect these records in the building when they are ready.	
<input type="checkbox"/> I would like these records copied, and I will pick them up when they are ready.	
<input type="checkbox"/> I would like these records copied, and mailed to me at the address on this form.	
Name of Columbiana County employee handling request	Date request was completed



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**Persons requesting copies will be required to pay a fee of five cents per copy. Prepayment is required.**

Name of Requestor – See CC 100	
Number of copies requested _____ @ \$0.05 per page	Total fee: \$_____.____
Copies of other materials (video tape, cassette, etc) <small>See attached schedule for applicable fees.</small>	Total fee: \$_____.____
Receipt Number _____	Total fee: \$_____.____
<p><b>Records(s) not available:</b></p> <p>Record has never been maintained by the county <input type="checkbox"/></p> <p>Record is no longer maintained or has been disposed of or transferred pursuant to RC-2 <input type="checkbox"/></p> <p>Record has been disposed pursuant to an application of One-Time Records Disposal RC-1 <input type="checkbox"/></p> <p>Record is prohibited from release due to an applicable state or federal law. <input type="checkbox"/></p> <p style="padding-left: 40px;">(State the applicable state or federal law) _____</p> <p><b>Record provided is not in the form of a paper document</b> <input type="checkbox"/></p> <p>Cassette tape <input type="checkbox"/> Video tape <input type="checkbox"/> Other (specify) _____ <input type="checkbox"/></p> <p><b>Record is prohibited or exempted by law:</b></p> <p>Record has been forwarded to legal counsel for research/review <input type="checkbox"/></p> <p>Record has been reviewed and release has been denied by legal counsel <input type="checkbox"/></p> <p>Record has been reviewed by legal counsel and records are to be released <input type="checkbox"/></p> <p><b>Record has been reviewed and contained non-releasable material</b> <input type="checkbox"/></p> <p>Upon review, non-releasable material has been redacted <input type="checkbox"/></p> <p>Releasing employee has noted the date, initials, and name of the requestor on a copy of the reproduced page <input type="checkbox"/></p>	
Name of Columbiana County employee handling request	Date request was completed