

The Village of Hebron

Public Records Request

Form RC100



The Village of Hebron, Ohio government belongs to the citizens of the village. We conduct our government activities in the open, and we are proud of our strong commitment 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	
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)	
Village of Hebron, Ohio provides photocopies of public records according to the following schedule: 24 copies or less- no charge. 25 copies or more- five cents each. All requests require advance payment. Mailing charges are assessed at actual cost. There is no charge to inspect records while on location. 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 Village of Hebron employee handling request	Date request was completed

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Persons requesting twenty five (25) or more copies will be required to pay a fee of five cents per copy. Prepayment is required.

Name of Requestor _____	
Number of copies requested _____ @ \$.05 per page	Total fee: \$ _____.
Copies of other material _____ @ \$1.00 each (Compact disc, video tape, cassette, etc)	Total fee: \$ _____.
Receipt number _____	Total collected: \$ _____.
Record(s) not available: <ul style="list-style-type: none"><input type="checkbox"/> Record has never been maintained by the village. R.C. § 149.40.<input type="checkbox"/> Record is no longer maintained or has been disposed of or transferred pursuant to RC-2. R.C. § 149.40.<input type="checkbox"/> Record has been disposed pursuant to an application of One-Time Records Disposal RC-1. R.C. § 149.40.<input type="checkbox"/> Record is prohibited from release due to an applicable state or federal law (State the applicable state or federal law) _____	
Record provided is not in the form of : <ul style="list-style-type: none"><input type="checkbox"/> Paper<input type="checkbox"/> Compact Disc<input type="checkbox"/> Video Tape<input type="checkbox"/> Cassette Tape<input type="checkbox"/> Other	
Record is prohibited or exempted by law: <ul style="list-style-type: none"><input type="checkbox"/> Record has been forwarded to legal counsel for research/review.<input type="checkbox"/> Record has been reviewed and release has been denied by legal counsel.<input type="checkbox"/> Record has been reviewed by legal counsel and records are to be released.	
Record has been reviewed: <ul style="list-style-type: none"><input type="checkbox"/> Record contained non-releasable material.<input type="checkbox"/> Upon review, non- releasable material has been redacted.<input type="checkbox"/> Releasing employee has noted the date, initials, and name of the requestor on a copy of the reproduced page.	
Name of Village of Hebron employee handling request _____	Date request was completed _____