Celebrate!
COLUMBUS

CITY OF COLUMBUS

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OPEN RECORDS REQUEST

RETURN ORIGINAL COMPLETED FORM TO THE CITY CLERK'S OFFICE

Requests can be made for the inspection or copies of records maintained by the administrative offices of the City of Columbus during regular office hours 8:00 am – 4:30 pm Monday through Friday, except holidays. All requests must be made on this form. Requests may be faxed, mailed, or emailed to City Hall. All requests will be processed as soon as practicable. The requestor will be notified within 10 working days upon approval or denial of the request. Fees are .25/page plus postage if applicable. Pre-payment will be required if the cost to copy the record is more than $5.00 §19.35(3)(f); if the cost to locate record is $50.00 or more §19.35(3)(c); and/or if the copies have to be shipped or mailed §19.35(3)(d).

REQUESTOR'S NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE: _____ BEST TIME: _____

EMAIL: _____

Description of requested record (be as specific as possible)

_____

_____

_____

_____

_____

Please indicate if you wish to inspect the above captioned records, or desire a copy of them:

_____ Inspect **_____ Copy** **_____ Both**

_____ _____
Signature of Requestor **Date**

Received by: _____ Date: _____

Cost: _____ Date Paid: _____

Date Notified: _____ Picked Up: _____