



Public Records Request Form RC100

The Village of Williamsburg, 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.

Once you have completed the form, please return it to the Public Records Custodian by one of the following methods:

- **Mail or hand deliver to:** Public Records Custodian, 107 W. Main St.
Williamsburg, OH 45176
- **Fax to:** ATTN Public Records Custodian, 513-724-6109

Name of Requestor	
Street Address	City, State Zip
Phone Number / Fax Number	Today's Date
With as much specificity as possible, please describe what records you want to review. PLEASE PRINT. <i>(attach additional pages as necessary)</i>	
The Village of Williamsburg, Ohio provides photocopies of public records according to the fee schedule contained in the Village's Public Records Policy. All requests require advance payment. Mailing charges are assessed at actual cost. There is no charge to inspect records while in Village buildings. Please check your preference below. ☐ I would like to inspect these records in the building when they are ready. ☐ I would like these records copied, and I will pick them up when they are ready. ☐ I would like these records copied and mailed to me at the address on this form. ☐ I would like these records copied and faxed to me at the fax number on this form.	
Name of City employee handling request	Date request was completed