

Village of West Lafayette, Ohio
Public Records Request
Form RC 100

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The Village of West Lafayette, Ohio government belongs to the citizens of Coshocton County
We Conduct out government activities in the open, and we are proud of our strong commitment to
this important principle 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
Phone Number	Today's Date ____/____/20____

With as much specificity as possible, please describe what records you want.
PLEASE PRINT.

Village of West Lafayette, Ohio provides photocopies of public records according to the following
schedule: 9 copies or less - no charge, 10 copies of more 10 cents each. **All request require advance
payment.** Mailing charges are assessed at actual cost. There is no charge to inspect records while in
Village's Office. Please check you preference below.

- _____ I would like to inspect these records in the office 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 faxed or emailed.
- _____ Other

Name of Village of West Lafayette Employee handling request	Date request was complete ____/____/20____
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Notes:

Records found/released:

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Persons requesting ten (10) or more copies will be requested to pay a fee of 10 cents per copy. Prepayment is required.

Name of Requestor - see RC 100	
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Number of copies requested _____	Total fee \$ _____
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Copies of other materials (video tape, cassette, etc.)	Total fee \$ _____
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Receipt number	Today's Date / /20
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<p>Records(s) not available:</p> <p><input type="checkbox"/> Record has never been maintained by the Village</p> <p><input type="checkbox"/> Records is no longer maintained or has been disposed of or transferred pursuant to RC-2</p> <p><input type="checkbox"/> Record has been disposed pursuant to an application of One-Term Records Disposal RC-1</p> <p><input type="checkbox"/> Record is prohibited from release due to an application state or federal law (State the application state of federal law) _____</p> <p>Record(s) provided is not in the form of a paper document:</p> <p><input type="checkbox"/> Cassette Tape</p> <p><input type="checkbox"/> Video Tap</p> <p><input type="checkbox"/> Other (specify) _____</p> <p>Record(s) is prohibited or exempted by law:</p> <p><input type="checkbox"/> Record has been forwarded to legal counsel for research/review</p> <p><input type="checkbox"/> Records has been reviewed and release has been denied by legal counsel</p> <p><input type="checkbox"/> Record has been reviewed by legal counsel and records are to be released</p> <p><input type="checkbox"/> Upon reivew, non-releaseable material has been redacted</p> <p><input type="checkbox"/> Releasing employee has noted the date, initials, and name of the requestor on a copy of the reproduced page</p>	
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Name of Village of West Lafayette employee handling request:	Date request was sent, viewed, or picked up:
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Department: <p style="text-align: center;">WEST LAFAYETTE POLICE DEPARTMENT</p>	<i>Date, Time, & Signature of employee releasing record(s)</i>
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