



BUTLER COUNTY BOARD OF COMMISSIONERS

315 High Street, 6th Floor, Hamilton, Ohio 45011

phone: 513.887.3247

www.bcoho.us

## PUBLIC RECORDS REQUEST SUBMISSION FORM

Completion of this form is voluntary. Requests for public records may be submitted in person, by mail, email or telephonically. A public records request does not have to be in writing as a prerequisite for completing a public records request. Please feel free to contact this office in writing or by phone.

Please note, if you wish to use this form, no fields are required. In order to help us provide you the best response to your request, please carefully consider the information of interest to you. Please know that broad requests may take longer to fulfill and may incur costs.

### REQUESTOR INFORMATION

DATE \_\_\_\_\_

NAME \_\_\_\_\_

ORGANIZATION \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

SUBJECT \_\_\_\_\_

Please provide as much detail as possible about the record(s) being requested.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date range of the records requested (e.g. from 7/1/10 – 6/30/11)

\_\_\_\_\_

Preferred Method(s) of Contact:

EMAIL

PHONE

IN-PERSON

POSTAL MAIL

Submit your request to Butler County in person, by mail, email or telephonically.

commissioners@bcoho.us

Butler County Board of County Commissioners  
315 High Street, 6<sup>th</sup> Floor  
Hamilton, Ohio 45011

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