

Your Name
Your Address
Your Phone Number

Date

Their Name and Title
Their address

Dear Law Director (or other public official),

This letter serves as a request for access to and production of “public records” under Ohio Revised Code § 149.43, the Ohio Public Records Act. Pursuant to R.C. § 149.43 all public records shall be promptly prepared and made available for inspection to any person at all reasonable times during regular business hours. Upon request, a public office or person responsible for public records shall make copies available at cost within a reasonable period of time. “*Id.*”

For the purpose of this request “document” means the originals, or any copies when originals are not available, unless otherwise stated, and any non-identical copies, whether different from originals because of notes made on such copies or otherwise, and writings of every kind and description, whether inscribed by hand or by mechanical, electronic, photographic, or other means, as well as phonic, such as tape records or visual representations of oral statements, conversations or events and including, but not limited to correspondence, letters, agreements, reports, records, price lists, quotations, memoranda, financial statements, telephone call slips, information stored in computers, teletype messages, internal memoranda, notes, reports, contracts, records of meetings, conferences, or telephone or other conversations or communications, computer printouts and computer stored data.

List of requested documents:

All documentation related to _____

All records of the names of _____.

All records of _____ for _____.

All records regarding any plans for _____

If these records are not available please provide me with an explanation for each record that is not available. Please let me know what costs are involved in copying the records and I will forward that amount to your office.

Sincerely,

Your name here.