

Public Records Request Form

The Sandusky County Land Reutilization Corporation (“Land Bank”) is an Ohio community improvement corporation organized under R.C. Chapter 1724. The Land Bank provides this form to facilitate the submission of a written Public Records Request. However, the Land Bank will accept any public records request made pursuant to R.C. 149.43. The Land Bank will endeavor to respond to this request within thirty (30) days of receipt. The Land Bank will let you know if more time is needed to identify and produce records responsive to this request.

Requestor Information

Date of Request					
Name (Optional)					
Address (Required for Mail)					
City		State		Zip	
Phone (Optional)					
Email (Optional)					
Description of Records/Documents Requested					

Requested Format & Method of Delivery

Please indicate how you would like the records produced:

- Paper Electronic

Please indicate how you would like the records delivered:

- In Person
 Email (must provide above)
 Standard mail Certified Mail Private Carrier
 Shared drive/folder/link
 CD
 Flash Drive
 Other _____

For office use only:			
Date request received:		Received by:	
Date public record request fulfilled/delivered:		By Whom:	
Amount Charged:		Payment Method:	