



**Request for Public Records**

**Request Date:** \_\_\_\_\_

**Requestor Information** (Please provide enough contact information so that your request can be delivered):

**Name (optional):** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

**Type of record requested** (Describe in detail the information you are requesting. Please be specific, include the Record Schedule Numbers and Titles from the appropriate Retention Schedule if known.):

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

**Date range of records requested:** \_\_\_\_\_

**Format Requested:**

Paper \_\_\_ Electronic\_\_\_ Other \_\_\_\_\_

**Requested Method of Delivery:**

Email\_\_\_ Mail\_\_\_ Fax\_\_\_ CD\_\_\_ Pickup in person\_\_\_ Other\_\_\_

**Number of Copies Requested:** \_\_\_\_\_

**Notify me of duplication costs exceeding \$**\_\_\_\_\_

**Signature (optional):** \_\_\_\_\_

Greene County Transit Board Request for Public Records forms can be submitted at  
Website: [www.co.greene.oh.us/greenecats](http://www.co.greene.oh.us/greenecats)  
Email: [info@greenecats.org](mailto:info@greenecats.org)  
Mail or In Person: 2380 Bellbrook Avenue, Suite A, Xenia, Ohio 45385  
Fax: (937) 708-8320

*For office use only:*

Date of request: \_\_\_\_\_ Format request was received: \_\_\_\_\_

Name of requestor: \_\_\_\_\_

Office/Department where record originates: \_\_\_\_\_

Type of records requested: \_\_\_\_\_

Format of records requested: \_\_\_\_\_ Requested method of delivery: \_\_\_\_\_

Date acknowledgement sent: \_\_\_\_\_ By Whom: \_\_\_\_\_

Date public records request fulfilled/delivered: \_\_\_\_\_ By Whom: \_\_\_\_\_