

Village of Jacksonville  
PO Box 185  
Jacksonville, OH 45740  
www.jacksonvilleoh.com  
Phone: (740) 767-2400  
Email: FiscalOfficer@jacksonvilleoh.com



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## IMPORTANT INFORMATION REGARDING PUBLIC RECORDS REQUESTS

Ohio Law requires the disclosure of public records, by all public offices, unless specifically exempted or excluded by law.

Ohio Law prohibits the conditioning of public records on the disclosure of a requester's identity or the intended use of requested information.

Public offices which adopt a policy for handling Public Records Requests may request the name and contact information of a requester (including intended use) if the information would facilitate the public office to comply with the request, and if disclosed that such information is not mandatory. You may refuse to submit your request in writing or to provide your identity. The requester's contact information is sought to enhance the Village's ability to locate, identify and/or deliver your request.

Documentation responsive to your request will be provided by regular U.S. Mail, email or in-person pick-up as indicated by the requester at the top of the Public Records Request Form.

Ohio Law allows a public office to obtain advance payment for copies.

### HOW TO OBTAIN PUBLIC RECORDS IN THE VILLAGE OF JACKSONVILLE, OHIO:

1. Prepare a letter, email or Public Records Request Form to the Village of Jacksonville.
2. State, as specifically as you can, the documents you are seeking.
3. You may include your contact information. If there are questions regarding your request, a Village official will contact you to obtain any revisions or clarification which may be needed.
4. Mail your request to PO Box 185, Jacksonville, OH 45740, submit via email to FiscalOfficer@JacksonvilleOH.com, or drop off in person at 34 S. Sixth Street, Jacksonville, OH (Tuesday through Friday, 9:00A-3:00P).
5. Documents which are responsive to a Public Records Request will be provided to you using the requested delivery method indicated on the Public Records Request.
6. You may be asked to remit advance payment for the cost of copies, reproductions and postage. Fees do not typically apply to records that are emailed to the requester.

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## PUBLIC RECORDS REQUEST FORM

Please note: The information requested below is to allow the Village of Jacksonville to fully and appropriately respond to your request. You may be contacted for clarification or additional information in response to your request. You may be contacted prior to issuance and mailing of the requested documentation for advance payment of costs. Please note, the Village of Jacksonville, Ohio is not required to produce a new record in order to comply with your request. Only records that currently exist will be provided.

Requester (Please Print):

Name	
Street Address	
City, State and Zip Code	
Contact Number	
Contact Email	
Requested Delivery Method	<input type="checkbox"/> U.S. Mail <input type="checkbox"/> Email <input type="checkbox"/> In Person Pickup

Please describe the information being requested (be as detailed as possible):


Is there any additional information that may assist us in fulfilling your request?


The Village of Jacksonville, Ohio requires advance payment for copies, reproductions and postage. Copies are charged at \$0.20 per page. Copies and records which must be outsourced will be charged the actual Village cost. Copies that are emailed typically do not incur a charge.

For Official Use Only

Received Via     U.S. Mail     Email     In Person     Other: \_\_\_\_\_

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_