

B.S.T.&G. Joint Fire District



350 W. Cherry Street
Sunbury, OH 43074

Public Records Request

Name of Requestor: _____

Date of Request: _____

Requester Contact Information (e-mail address, physical mailing address and/or phone number)

Specific Records being requested (with as much specificity as possible, describe what records you are requesting, including date ranges, subject/employee, project, department, etc.):

Preferred method of receiving records:

_____ Inspect in the office _____ will pick up when ready (fees apply)

_____ Mail to (fees apply) _____ e-mail/file upload to: _____

Preferred medium (e.g. paper, e-mail, usb drive, etc.) _____

Fees may apply to records request in accordance to B.S.T.&G. Public Records Fee Schedule

*Ohio law does not require disclosure of your identity or intended use of requested records nor does it require that a request be in writing. However, a public office may ask that a request be in writing, disclosing the identity of the requestor and/or stating the intended use, when a written request, disclosure of identity or intended use would enhance the ability to comply with the request.