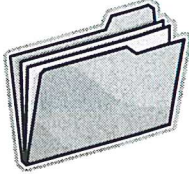




**Village of Enon**  
**Public Records Request**  
(937) 864-7870



While not mandatory, if you fill out this form it will help us provide the public records you are requesting in a more timely fashion.

Name of Requestor	
Street Address	City, State, Zip
Phone Number	Today's Date
With as much specificity as possible, please describe what records you want. PLEASE PRINT.	
The Village of Enon, Ohio provides photocopies of public records according to the following schedule: 24 copies or less –no charge. 25 copies or more-five cents each. Mailing charges are assessed at actual cost. Please check your preference below.  _____ I would like these records copied and I will pick them up when they are ready.  _____ I would like these records copied and mailed to me at the address on this form.	

**TO BE COMPLETED BY VILLAGE OF ENON EMPLOYEE**

<input type="checkbox"/> Records available and copies provided to requestor on _____	
<b>Records not available</b>	
<input type="checkbox"/> Record has never been maintained by the Village.	
<input type="checkbox"/> Record is no longer maintained or has been disposed of or transferred pursuant to RC-2	
<input type="checkbox"/> Record has been disposed pursuant to an application of One-Time Records Disposal RC-1	
<input type="checkbox"/> Record is prohibited from release due to an applicable state or federal law	
<input type="checkbox"/> Record provided is not in the form of a paper document	
<input type="checkbox"/> Cassette Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other _____	
<b>Record is prohibited or exempted by law:</b>	
<input type="checkbox"/> Record has been forwarded to legal counsel for research/review	
<input type="checkbox"/> Record has been reviewed and release has been denied by legal counsel	
<input type="checkbox"/> Record has been reviewed and contained non-releasable material	
<input type="checkbox"/> Upon review, non-release material has been redacted	
Number of copies requested _____ @ \$.05 (first 24 copies free)	Total Fee: \$
Employee handling request:	Date Request was completed: