

**PUBLIC RECORD REQUEST RESPONSE FORM
(FORM PR-1)**

Thank you for your recent public record request. The (public office) will respond in accordance to the applicable provisions of the Ohio Public Records Act.

On _____, you requested the following records/information:

The record/information requested:

Legal Authority Cited
(if applicable)

____ Is not maintained by this office
(office will attempt to direct requester to correct office)

____ Is overly ambiguous *(despite efforts to clarify)*.

____ Does not exist and/or no obligation to create.

____ Has been disposed pursuant to One Time Records
Disposal or pursuant to Retention Schedule.

____ Is not subject to release in its entirety

(office needs to cite leg. Auth)

____ Is subject to release, however the following redactions
have been made to protect exempted information (149.43 (B),(1)-(3):

Redaction

Legal Authority Cited

Prepared by: _____

Date: _____

If applicable, Legal Review by: _____

Date: _____