



Village of Albany, Ohio
5153 Alton Street · Albany, Ohio 45710
(740) 698-6127 · Fax (740) 698-6047

Public Records Request

Note that under the Public Records Law requesters are not required to make a written request or reveal their identity or the intended use of the requested public record.

If you would like to make a verbal request, please call: (740) 698-6127

Date of Request: _____

Requested by: *(Optional)*

Name: _____

Address: _____

City: _____ State: _____

Telephone: _____

Email: _____

Information Requested:

+++++

For Office Use Only

Date Request Received: _____

Date Records Delivered: _____

Method of Delivery: _____

Request Denied By: _____

Reason for Denial: _____

Ohio law provides that public records, except certain statutory exceptions, must be available at reasonable times during regular business hours. Upon request, the Village of Albany is afforded a reasonable period of time to assemble and organize these records, and to have an attorney review each request before it is released. If any requested records are exempt from disclosure, the records, or parts thereof, will be withheld or redacted, and you will be provided with a statement of the legal basis for such action.