



Bexley  
Public Library

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## PUBLIC RECORDS REQUEST

### INTERNAL USE ONLY:

**Date Received:** \_\_\_\_\_  
(Date in-person, verbal, written  
or email request received)

Name of Requester (only if voluntarily provided; requests can be under a pseudonym or made anonymously): \_\_\_\_\_

Address (required for mail): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone (optional): \_\_\_\_\_

Description of records:

Desired format (paper, electronic, etc.): \_\_\_\_\_

Those seeking public records will only be charged the actual cost of making copies:

- The charge for paper copies is \$.10 per page.
- The charge for downloaded computer files to a compact disc is \$1.00 per disc.
- There is no charge for documents emailed.

Method of delivery (in-person or via email, standard mail, electronic media, etc.):

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Requests for documents to be mailed will be charged for the actual cost of postage and mailing supplies. Labor required for gathering, preparing, reviewing and packaging the information for mailing will not be billed.

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