



TROTWOOD

GROWING TOGETHER

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TROTWOOD, OHIO
PUBLIC RECORDS REQUEST – FORM RC100
(Public Records Law H.B.9 – Effective 11-19-2024)

If you fill out this form it will help us provide the public records you are requesting in a more timely fashion. Public Records request will be accommodated during regular business hours between 8:00 AM and 3:30 PM on a regular business days. No requests will be accepted on weekends or holidays.

Name of Requester	
Street Address	City, State and Zip
Business Phone	Today's Date
Home Phone	
Cell Phone	
With as much specificity as possible, please describe what records you want to review. PLEASE PRINT	
<ul style="list-style-type: none">• There is no charge for electronic copies (email)• There is no charge for under 50 pages (black & white or color)• For more than 50 pages, the charge is \$.10 per page for all pages printed/copied (51 pages = \$5.10)• A disc is \$3.00	
Name of Trotwood Employee Handling Request	Date Request was Completed