RECORDS REQUEST FORMS

Delaware County Transit Board
Public Records Request Forms
REV. FEB 2025

FORM 1

ACKNOWLEDGEMENT OF
RECEIPT OF THE DELAWARE COUNTY TRANSIT BOARD
PUBLIC RECORDS POLICY

I, Renee Creedon-Mays am the designated employee and/or record custodian for Delaware County Transit. I hereby acknowledge that I have received on this 20 day of February, 2025 a copy of the Delaware County Transit Public Records Policy dated February 19, 2025

Date: 2/20/2025

Signature: Renee Creedon-Mays

Printed Name: Renee Creedon-Mays

Title: Executive Assistant

FORM 2

FEE SCHEDULE AND POLICY REGARDING FEES FOR COPIES AND REPRODUCTIONS OF PUBLIC RECORDS

Unless a different fee is required by law, in accordance with R.C § 149.43, the following fee schedule is established for providing copies or reproductions of public records:

Media Type	Unit	Cost Per Unit
Letter or Legal Sized Paper Copy (Single Side)	Page	$0.10
Letter or Legal Sized Paper Copy (Double Side)	Two-Sided Page	$0.10
Certified Paper Copy	Page	$2.10
Thumb Drive	Thumb Drive	Actual Cost of Thumb Drive
Email Documents	Various Formats	No cost if electronically provided or, if redaction copies are required or copies on other media are requested/required, see cost per unit above
Any Other Media	Various Formats	Actual Cost of Media

1. The above fee schedule shall be clearly posted and visible to the public at all locations authorized to provide copies of public records.
2. Advance payment is required before any copies are prepared.
3. The Delaware County Transit Board shall charge the actual cost of material for media not listed in the fee schedule above.
4. As a result of security issues and to preserve the integrity of Delaware County Transit's computer systems, DCT will not accept blank media supplied by the requesting party. DCT will supply the media. The cost of the media is included in the fee schedule above or, if not contemplated in the fee schedule above, the media will be supplied at cost.
5. DCT shall notify the requesting party in advance in writing of any costs for labor or materials in situations where an outside vendor must be hired to fulfill the request(s).
6. DCT will charge the actual costs of postage and mailing supplies when the requesting party requires the public records be transmitted via the United States Postal Service or any type of priority mail service.

FORM 3

For Internal Use Only
Records Request No. _____

DELAWARE COUNTY TRANSIT, OHIO
REQUEST FOR PUBLIC RECORDS (FORM 3)

Delaware County Transit (DCT) belongs to the citizens of Delaware County, Ohio. We conduct our government activities in the open and we are proud of our strong commitment to this important principle of democracy.

IMPORTANT:

COMPLETION OF THIS FORM IS NOT MANDATORY. YOUR REFUSAL TO COMPLETE OR PROVIDE ANY AND/OR ALL INFORMATION ON THIS FORM WILL NOT AFFECT YOUR RIGHT AND/OR ABILITY TO INSPECT AND/OR RECEIVE COPIES OR REPRODUCTIONS OF THE REQUESTED RECORDS. (R.C.149.43(B)(5)).

IF YOU CHOOSE TO COMPLETE THIS FORM, IT WILL HELP US TO BETTER AND MORE EFFECTIVELY SERVE YOU IN PROVIDING YOU WITH THE RECORDS YOU ARE REQUESTING.

1. GENERAL INFORMATION: (Please Print)

Today's Date	
Name	
Street Address	
City	
State	
Zip Code	
Email Address	
Telephone Number	
Facsimile Number	

2. INFORMATION ON RECORD REQUESTED: (Please Print)

With as much specificity as possible, please describe what records you are requesting. (Use the back or attach other sheets as needed.)

3. INSPECTION OF RECORD: (Check your preference below)

There is no charge to inspect public records while in the Delaware County, Ohio office where the records are kept. The County has adopted and provides photocopies and reproductions of public records in accordance with the Fee Schedule and Policy Regarding Fees for Copies and Reproductions of Public Records.

	I would like to inspect these records in the office when they are ready.
	I would like these records copies/reproduced and I will pick them up when they are ready.
	I would like these records copied and mailed (i.e. U.S. Mail or courier service) to me at the address on this form.
	I would like these records copied and, if possible, emailed to me at the address on this form.

4.MEDIUM:

Preferred Medium (i.e., paper, email (pdf or locked format only), CD-ROM, thumb drive, etc.) for Copy/Reproduction.[1]

[1] Medium is limited by the determination of the record custodian as to the types of media upon which the record can reasonably be duplicated as an integral part of the normal operations of the public office or records custodian.