



SENECA COUNTY PARK DISTRICT  
3362 S. TOWNSHIP ROAD 151, TIFFIN OH 44883  
419-447-8091

## Public Records Request Form

Seneca County Park District is dedicated to providing you timely responses to all public records requests. Your request is not required to be in writing, nor is it required that your name or intended use of the requested records is disclosed. The information contained on this form is solely intended to enhance our ability to accurately respond to your request in a timely and reasonable manner.

<b>Requestor's Name:</b>	<b>Today's Date:</b>	
<b>Address:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Phone:</b>	<b>Email:</b>	
<b>Information Requested:</b> Please be specific. Records sought must be identified with sufficient clarity in order to allow SCPD to identify, retrieve and review the records. Generally, this includes the type of record, the dates of the record you are seeking, and the subject of the record. Staff at the SCPD office are available to assist by advising you of the manner in which records are kept. <b>Please Print.</b>		
<b>Type of Record(s) Requested:</b>		
<b>Relevant Dates of Record:</b>		
<b>Subject / Topic:</b>		
<b>Further Description of Record Request:</b>		
<b>Format of Information Requested:</b>		
<input type="checkbox"/> Copied/Mailed (provide mailing address or pick up) <i>Cost will include price per page of B&amp;W/color and any postage</i>		
<input type="checkbox"/> Emailed (provide email) <b>No Cost</b>		
<input type="checkbox"/> Copied to flash drive (provided by requestor) <b>No Cost</b>		
<input type="checkbox"/> Other, explain _____		
		<b>Total Cost:</b> _____