



Public Records Request Form

Public Request Custodian:

Melanie Nealeigh, DCED Office Manager

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Date of Request: _____

Description of Records Requested:

Format to Receive Request (paper, electronic, etc.): _____

Method to Receive Records: (please circle)

In Person Via Email Standard Mail Electronic Media Other: _____

Contact Info (if needed, to notify when documents are ready):

Charges:

- Paper copies - \$.25 per page
- Download computer files to compact disc - \$5.00 per disc
- Sent via regular mail - charged the actual cost of the postage and mailing supplies, which must be paid in advance
- Emailed documents – No charge

Date request rec'd by DCED office: _____

Tracking #: _____

Acknowledgement sent to requester: _____