

Chillicothe & Ross County Public Library Public Records Request Form

Instructions for Requester:

Complete Sections 1 through 5 as applicable and submit to any library staff member or via email or postal mail to:
cstout@crepl.org or PO Box 185, Chillicothe, OH 45601

1. Date in-person, verbal, written, or email request submitted:
2. Name of Requester (only if voluntarily provided; requests can be under pseudonym or anonymous):
3. Address (required for mail):
City, State, Zip
Phone or Email (optional):
4. Description of Records Requested:
5. Desired Format (paper, electronic, etc.):
6. (For Library Use) Date Received, Method of Delivery, & Person Fulfilling Request:
Received: Method of Delivery: Fulfilled By: