

Name: _____
Address: _____
City, State ZIP Code: _____

Date: _____

**Cindi L. Henry
Belmont County Auditor
Belmont County Courthouse
101 West Main Street
St. Clairsville, Ohio 43950**

Dear Cindi L. Henry, Belmont County Auditor

Under the **Ohio Open Records Law, §149.43 et seq.**, I am requesting an opportunity to inspect or obtain copies of public records as described on page two of this request.

If there are any fees for searching or copying these records in excess of \$ _____ I would request to be notified and acknowledge records will not be made available until payment is made. I understand I may also request a waiver of all fees in that the disclosure of the requested information is in the public interest and will contribute significantly to the public's understanding of an issue and you are identified as a representative of the news media if applicable and state that your request is related to news gathering purposes. This information is not being sought for commercial purposes.

I would request a prompt response to this request. If you expect a significant delay in responding to or in fulfilling this request, please contact me with information about when I might expect copies or the ability to inspect the requested records.

If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.

Thank you for considering my request.

Sincerely,

Your Printed Name: _____

Your Signature: _____

Your Phone number: _____

