



**Department of
Agriculture**

Governor John R. Kasich • Lt. Governor Mary Taylor
Director David T. Daniels

Public Records Request Form

Ohio Department of Agriculture ~ Attention: Legal Section 8995 East Main Street, Reynoldsburg, OH 43068-3399

Phone: 614-728-6430 Fax: 614-995-4585

The Ohio Department of Agriculture (“ODA”) is dedicated to providing 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.

Name of Requester		Today’s Date
Street Address		City, State, ZIP
Phone Numbers (please indicate type)		E-mail Address

INFORMATION REQUESTED: *Please be specific.* Records sought must be identified with sufficient clarity in order to allow ODA 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. The Legal Section is available to assist by advising you of the manner in which records are kept. *Please Print.*

Type of Record Requested _____

Examples of a type of record include correspondence, applications, or permits/licenses. You may wish to view the current records retention schedules for the Ohio Department of Agriculture to determine the type of record you are seeking. These schedules are maintained on the Ohio Department of Administrative Services RIMS website located at <http://apps.das.ohio.gov/rims/SelectMenu/Selection.asp>. To obtain Agriculture specific retention policies you will need to indicate AGR (for “agriculture”) and the “schedule” for the specific division you are searching for and then the retention schedules will appear for that particular division of the Ohio Department of Agriculture.

Relevant Date(s) _____

Description _____

Please ensure to specify the subject of the records, include the name of the licensee or applicant if applicable.

If requesting correspondence (including email), please ensure to identify the name of the sender and receiver of the correspondence, including the specific ODA employee involved.

Submit!