



Medina County Veterans Service Commission Public Record Request Form

Thank you for your recent record request. The Medina County Veterans Service Commission will respond in accordance to the applicable provisions of the Ohio Public Records Act.

On _____, you requested the following records/information:
Date

The record/information requested:

Legal Authority Cited

(if applicable)

Is not maintained by this office

(office will attempt to direct requestor to correct office)

Is overly ambiguous *(despite efforts to clarify)*.

Does not exist and/or no obligation to create.

Has been disposed pursuant to One Time Records Disposal or pursuant to Retention Schedule.

Is not subject to release in its entirety.

Is not subject to release, however the following redactions have been made to protect exempted information (149.43 (B)(1)-(3)):

Redaction

Legal Authority Cited

Prepared by (Dept. Head): _____

Date: _____

County Administrator Review: _____

Date: _____

Legal Review by: _____

Date: _____

Medina County Veterans Service Office

Public Records Policy

The Medina County Veterans Service Commission acknowledges that it maintains many records that are used in the administration and operation of the Veterans Service Commission and its Office. The records maintained by the Veterans Service Commission and the ability to access them are a means to provide trust between the public and the Veterans Service Commission. The Veterans Service Commission maintains its records in a manner that allows the general public prompt inspection of the Veterans Service Commissions' public records, and copies of these records, within a reasonable amount of time during its regular business hours.

**Please note your request may take at least
30-days to complete.**

**(for requests of more than 20 pages there will be a .25 charge per
page due at the time of request)**