

Champaign County
Child Support Enforcement Agency

1512 S US Hwy 68, Suite F100

Urbana, Ohio 43078

Phone: (937) 484-1586 or (800) 652-1606 Fax: (937) 484-1604

PUBLIC RECORDS REQUEST FORM (PRR-F)

The Champaign County CSEA constantly aims to prepare and make available, within a reasonable period of time, all public records properly requested by members of the public. In order to more effectively achieve this goal, the agency makes available the Public Records Request Form ("PPRF") to those requesting access to public records from the CSEA. Though it is not mandatory that a request be in writing, use of this form provides a record to both the CSEA and the requester that a request for specific information was made. Similarly, while a requestor is not required to disclose their identity or the intended use of the information requested, providing such information benefits the requester by enhancing the ability of the CSEA to identify, locate, and deliver the public records requested in a prompt and efficient manner. When making your records request, please be as specific as you can and, if possible, state the purpose for which you desire the records in question. Doing so may allow for faster identification of the records requested. If necessary, you may attach additional pages to this form describing the exact nature of what you are requesting. *Note that the CSEA reserves the right to deny ambiguous or overly broad requests.*

Public Records Requester Information:

First Name: _____ MI: _____ Last Name: _____

Company or Organizational Affiliation (if any): _____

Mailing Address: _____

Daytime Phone Number : _____ Other Phone Number: _____

If you choose not to disclose the information above, you must provide some reasonable method by which the CSEA may contact you to inform you of the results of your public records request, and a means by which your request and any refund on your deposit may be delivered to you. If the CSEA is unable to contact you via this method after reasonable effort, the records you requested will be held for ninety (90) days before being discarded. You will not receive a refund for any discarded records.

Alternate Contact Method:

State Specifically, if Possible, the exact nature of the public records you are requesting and the purpose for this public records request. The more the CSEA knows about what you are looking for and why, the more efficiently the agency can fill your request without providing you with extraneous information:

How to submit an official public records request using the Public Records Request Form (PRR-F):

1. Fill-out as much of the form as possible.
2. *Submit the form to the Champaign County CSEA by mail or in person at:
1512 South U.S. Highway 68, Suite F-100, Urbana, OH 43078.*

Please retain a completed copy of this form for your own records.

After you have submitted the request:

If your request is granted, you will receive a letter informing you of this within 30 days. You will also be notified if any deposit is required from you to begin processing your request and what methods you may use to pay such a deposit. The CSEA is permitted to require that requesters pay, in advance, the cost involved in providing copies of public records. The CSEA charges \$0.05 per page for photocopies as well as for costs of delivery, via certified mail. Requesters are not charged for any labor costs associated with providing public records. One the deposit is received, your public records request will be processed as quickly as possible. Requested records will be sent to you via certified mail unless you have arranged for an alternate method of delivery with the CSEA.

If your request is partly or completely denied, you will receive an explanation or reasons why your request was denied. If your request was denied due to an ambiguous or overbroad request, you will be given an opportunity to revise and provide more specific information by completing a revised public records request. If your request is denied because the items your requested are not public record, you will be given an explanation of the reason(s) that the information you requested is not subject to disclosure. ***Be aware that a significant amount of records maintained by the CSEA are not public records subject to disclosure.*** This generally includes such information as: (1) medical records; (2) trial or hearing preparation by agency counsel; (3) information regarding CSEA systems, facilities, or procedures which, if disclosed would jeopardize the safety and effectiveness of the CSEA or its personnel; (4) personal information regarding CSEA employees; and (5) information maintained regarding CSEA clients for support enforcement purposes. A client of the CSEA may have access to their own information or grant access, in writing, to a personal representative.

NOTICE:

Some public records requested may contain information that is exempt from public inspection. This information will be redacted, via black marker, on any copies of records you receive in a manner that should be plainly visible to you.

Agency Use Only:

Form Submission Date: _____ Received By: _____