



# Bellbrook Sugarcreek Park District Public Records Request Form

2751 Washington Mill Road, Bellbrook, Ohio 45305  
937-848-3535 • [www.bellbrooksugarcreekparks.org](http://www.bellbrooksugarcreekparks.org)

## Request Information

Date of Request: \_\_\_\_\_

Subject of Request: \_\_\_\_\_

Information Requested\*:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\* Please be as specific as possible to help expedite your request.

## Requestor Information

Preferred Method of Receipt:  In-person  E-mail  Mail  Fax

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

## Office Use Only

Date Received: \_\_\_\_\_

Date Acknowledged: \_\_\_\_\_

Date Fulfilled: \_\_\_\_\_

Information Redacted:  Yes  No

Person Fulfilling Request: \_\_\_\_\_

Additional Information: \_\_\_\_\_

\_\_\_\_\_