



## Public Records Request Form

**Mail To:**

Greater Dayton RTA  
Attention: Robert Stevens  
600 Longworth Street  
Dayton, Ohio 45402

**E-Mail To:** recordsrequest@greaterdaytonrta.org

**Fax:** (937) 425-8578

**External Use: Person Requesting Public Records Complete This Section**

**Date:** \_\_\_\_\_

**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**Please provide a specific description of the public records requested**

**For Internal Use Only**

**Date Request Received**

**Date Response Sent**

**Response Sent By**

**Response Provided By**

**Person Receiving Public  
Record Request (Signature)**

**Date Public Record Received**

**Employee: Send a copy of this completed Public Records Request Form along with documents to: recordsrequest@greaterdaytonrta.org**