Public Records Request Form

Mail To:
Greater Dayton RTA
Attention: Chip Rhodes
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

Revised: 08-16-26

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