

## Request for Public Records

In order to review personnel files or any other public records on file with the Civil Service Commission, you are **NOT REQUIRED** to put the request in writing, provide your name and telephone number, or inform us of the reason for your request. Doing so, however, may help us complete your request more easily.

- I would like to review the personnel file for the following current or former City of Columbus employee(s). Name(s):

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- I would like to review the following records on file with the Civil Service Commission:

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**Note:** Preparation time may be required. If you provide a telephone number, we can call you when the request is ready. Otherwise, you may call 645-8369 to check the status. Copies of records cost \$.05 per page or actual duplicating costs for records other than paper (plus postage, if applicable) payable in advance. If the copies are to be mailed, please provide a name and address.

Daytime Telephone Number: \_\_\_\_\_

Name (please print): \_\_\_\_\_

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

### For Civil Service Commission Use Only

Request Received by: \_\_\_\_\_ Request Completed by: \_\_\_\_\_

Copy charges Paid \_\_\_\_\_ Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Complete form PO17-4 if any part of the request was denied or redacted.