**Section 3001.110 Form and Content of Requests**

a) Requests for public records shall be in writing.

b) The requestor shall provide the following information in a request for public records:

1) The requestor's full name, address and telephone number.

2) A brief description of the public records sought, being as specific as possible.

3) A statement of whether the request is for inspection of public records, copies of public records, or both.

4) A statement of whether the records need to be certified.