**Section 2650.220 Requests for Public Records**

a) Requests for public records shall be made of the Information Officer either orally or in writing.

b) When an oral request is made the Information Officer shall provide the requester a request form upon which oral requests shall be reduced to writing. Once reduced to writing, and not before, oral requests shall be treated as written requests for all purposes.

c) All requests must include the following:

1) the requester's full name, address and telephone number;

2) a brief description, as specific as possible, of the public records sought; and

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