**Section 2701.16 Requests for Public Records**

a) Requests for public records in the custody of the OPC shall be submitted to the Freedom of Information Officer. Requests may be made in writing or orally, but an oral request does not trigger the provisions and time schedules in these rules. In order to be covered by these rules, a request for public records must be reduced to writing. When an oral request is made, the Freedom of Information Officer shall give the requestor the form that should be used to reduce the oral request to writing. (The form is provided in Appendix A to Part 2701.) If necessary, the Freedom of Information Officer will help the requestor fill out the form. Once an oral request has been reduced to writing, it shall be treated as a written request for all purposes. All requests must include the following:

1) the requestor's full name, address, and telephone number at which the requester can be reached during normal business hours;

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

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

b) In ordered to be considered for a waiver or reduction in the copying, certification, and postal fees, the requester must also state the specific purpose for the request and must identify the person or organization that he or she is representing.