



## Ashland County Health Department

### PUBLIC RECORDS REQUEST

#### REQUESTING A RECORD

Health Department public records may be requested by phone, fax, regular mail, in person or online.

- Online: Go the Ashland County Health Department's website at [www.ashlandhealth.com](http://www.ashlandhealth.com) and submit a request through the "Contact Us" tab.
- By phone: 419-282-4231, weekdays from 8:00am to 4:00pm.
- In-person: Ashland County Health Department, located at 1211 Claremont Avenue, Ashland, Ohio 44805, weekdays from 8:00am to 4:00pm.
- Mail: Ashland County Health Department, ATTN: Records Department, 1211 Claremont Avenue, Ashland, Ohio 44805

#### FULFILLMENT TIME

In accordance with Ohio Revised Code 149.43, the Ashland County Health Department is required to make records available for public inspection within a reasonable period of time. The Ashland County Health Department will notify the requestor when the records are ready so be sure to include contact information.

#### PAYMENT

There is no charge to review records in person or to receive records by email (if possible). Copies of records are available at 5 cents per page. The actual cost of postage, mailing supplies or other delivery cost are also permissible to be charged.

