



**UNITED STATES OMBUDSMAN ASSOCIATION**

**ARCHIVES RECORDS REQUEST FORM**

DATE REQUESTED: \_\_\_\_\_

REQUEST SUBMITTED BY: E-MAIL  U.S. MAIL  FAX

NAME OF REQUESTOR: \_\_\_\_\_

REQUESTOR'S ORGANIZATION: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP CODE: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

Total number of items requested: \_\_\_\_\_

Total amount enclosed: \_\_\_\_\_

Please make checks payable to: **United States Ombudsman Association**

A NON-REFUNDABLE INITIAL \$10 RESEARCH FEE is required with **each** request. The research fee covers up to \$2.50 in postage and handling for mailed requests, as well as the time for the office staff to locate and answer the request (up to ½ hour).

The standard fee for regular and legal size photocopies is **\$.15** cents per page. This will be charged in addition to the records request fee.

There will be a **\$5** fee for **each additional ½ hour** of the office staff's time for large records requests.

*Requests received without payment will be returned unanswered.*

Please allow 1–2 weeks for processing from time of receipt of payment.

PLEASE NOTE: The Archives staff does not conduct historical research.

**RECORDS REQUESTED:**

*\*Provide as much specific detail as possible so the USOA Archives respond as promptly as possible. List the Box and Folder (or Journal Article) numbers, shortened item title, and date(s) for the items requested.*

Item 1)
Item 2)
Item 3)
Item 4)
Item 5)
<b>Additional Information:</b>

Dayton Joint Office of Citizen Complaints  
15 E 4th St., Suite 208  
Dayton, OH 45402-2199  
Phone: (937) 223-4613  
Fax: (937) 228-1183  
Email Address: [welborn@dayton-ombudsman.org](mailto:welborn@dayton-ombudsman.org)  
Website Address: <http://www.dayton-ombudsman.org>

**DATE RECEIVED BY THE AGENCY:** \_\_\_\_\_

**PERSON FILLING RECORDS REQUEST:** \_\_\_\_\_