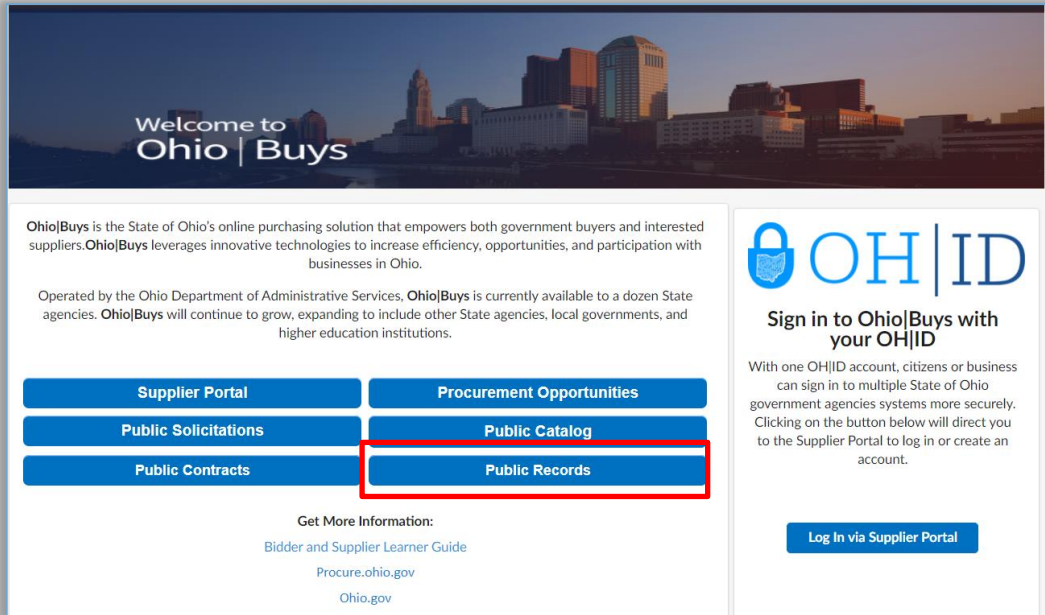


## Step-by-Step Instructions for Submitting a Public Records Request



1

- ▲ A public records request can be submitted if someone would like to submit a request to the State of Ohio regarding contract or solicitation information (e.g., someone wants to know the total value of a contract that the State has entered into).

To submit a public records request, navigate to <https://ohiobuys.ohio.gov>. From this page, click the **Public Records** button.

The screenshot shows the "Contact Information" form. It includes fields for "First name", "Last name", "Email", "Phone", "Fax", "Company", "Contract", "Public Solicitation", "Organization", and "Description". There is also a "Reason for Request" field. The "Contract" and "Public Solicitation" fields are dropdown menus. The "Description" field is a large text area.

2

Fill in the **Contact Information** section.

- First Name:** Enter the first name of the person requesting the documents.
- Last Name:** Enter the last name of the person requesting the documents.
- Email:** Enter the email address of the person requesting the documents.

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- e) **Phone:** Enter the phone number of the person requesting the documents.
- f) **Fax:** Provide a fax number where the documents can be sent (if applicable).
- g) **Company:** List the company name of the requesting party (if applicable).
- h) **Contract:** If the request is associated with a contract, select the contract name (if applicable).
- i) **Public Solicitation:** If the request is associated with a solicitation, select the solicitation name (if applicable).
- j) **Organization:** Select the associated organization within the State of Ohio.
- k) **Description:** Enter a description of the request.
- l) **Reason for Request:** Provide a reason for the request.

## STEP 2 - COMPLETE ADDRESS INFORMATION

Street Number

Address Line 1

Zip Code

City

Country

Address Label ⓘ

Address Line 2

3

Fill in the **Step 2 – Complete Address Information** section (if applicable).

- a) **Street Number:** Provide the street number for the mailing address where the documents can be sent.
- b) **Address Line 1:** Provide the street name for the mailing address.
- c) **Zip Code:** Provide the zip code for the mailing address.
- d) **City:** Provide the city for the mailing address.
- e) **Country:** Provide the country for the mailing address.
- f) **Address Label:** Provide a nickname or label of the mailing address.
- g) **Address Line 2:** Provide a suite or unit number if applicable.

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To submit the request, click **Submit**.



To cancel the request, click **Cancel**.



- ▲ After a Public Records Request has been submitted, the State of Ohio will review the request and will follow up with you via email as needed.

*If you have questions or need additional assistance, please contact Ohio Shared Services Contact Center via email ([OBM.SharedServices@OBM.ohio.gov](mailto:OBM.SharedServices@OBM.ohio.gov)) or phone (877-644-6771).*