

## **Public Records Request:**

Date of Request:				
Name of Requester (optional):				
Address (required for mail):				
City:	State:		Zip:	
Phone (optional):		Email (optiona	al):	
Description of Records:				
Desired Format (Paper, Electronic, Etc.):				
Method of Delivery (in person or via email, standard mail, electronic media, etc.):				

All records requests are processed by the Office of General Counsel. Submit your completed form via email to generalcounsel@wright.edu for the most efficient response. Requests may also be submitted by mail or in-person at Wright State University, Attn: Office of General Counsel, 280 University Hall, 3640 Colonel Glenn Highway, Dayton, Ohio 45435.