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District 25 ~ Columbus

**Terry Boose**  
**State Representative (R)**  
District 58 ~ Norwalk

## Public Records Request

The Commission on Hispanic/Latino Affairs- OCHLA - seeks to make it easier for persons to request public records from the office. If you wish to request a record from Ohio Latino Affairs, via our homepage, please click on the "contact" button found in the homepage top right corner and submit a request., or click on this direct link: <http://ochla.ohio.gov/contact/index.aspx>. You may also request the record via telephone, in writing, or in person.

Please explain in detail what record(s) you are requesting. Be as specific as possible as this will assist us in identifying and locating the record being requested.

Please specify whether you wish to have the information sent to you electronically, mailed to you, faxed to you, or if you wish to review the information in our office.

We also ask that you provide your mailing address or e-mail address and telephone number where you can be reached if further clarification is needed regarding the request.

Please note that the Commission may charge a cost for copying the records. The cost may include \$.05 per page for paper copies, the actual cost of computer discs or other equipment needed to copy the information to an electronic medium.

If you have further questions, please call (614) 466-8333.

