



Public Records Request Form

PLEASE NOTE: Ohio law does not require disclosure of your identity or intended use of requested records nor does it require that a request be in writing. However, a public office may ask that a request be in writing, disclosing the identity of the requester and/or stating the intended use, when a written request, disclosure of identity or intended use would enhance the ability to comply with the request.

Name _____ Date _____

Address _____ Phone _____

_____ Fax _____

Email Address _____

Agency/Company _____

Signature _____

Records Requested _____

Method you prefer to receive documents _____

Photocopies of either letter or legal sized document, fees shall be .25 per photocopy calculated after ninth copy. Two sided photocopies shall be charged at a rate of .30 per sheet. Advance payment is required before any copies are prepared. For media type request the cost shall be replacement or the reproduction cost which ever is greater.

Ohio law provides that public records, except certain statutory exceptions, must be available at reasonable times during regular business hours. Upon request, the City is afforded a reasonable period of time to assemble and organize these records, and have an attorney review and authorize each request before it is released. If any requested records are exempt from disclosure, the records or parts thereof, will be withheld or redacted, and you will be provided with a statement of the legal basis for such action.

For Internal use only:

Department: _____ Request Approved _____ Request Denied by: _____

Comments: _____

Submitted by: _____ Date: _____ Time: _____