

CITY OF KIRTLAND PUBLIC RECORDS REQUEST FORM

Under Ohio law, you're not required to put your request in writing. You are also not required to identify yourself. However, we ask you to provide the information below because it will help us expedite your records request.

1. NAME OF PERSON REQUESTING RECORDS:

2. CONTACT INFORMATION FOR PERSON REQUESTING RECORDS:

3. DESCRIBE IN DETAIL THE RECORDS SOUGHT:

4. WOULD YOU LIKE COPIES OF THESE RECORDS OR DO YOU WANT TO INSPECT THESE RECORDS? (CIRCLE ONE)

COPIES (estimated copy cost: \$ 0.10 per page)

INSPECT

PLEASE DO NOT WRITE BELOW THIS LINE

EMPLOYEE TAKING REQUEST: _____

DATE AND TIME OF REQUEST: _____

AMOUNT OF MONEY RECEIVED: \$ _____

CIRCLE ONE: CASH CHECK (No. _____) MONEY ORDER

DATE OF COMPLETION: _____

NOTES: _____
