

REQUEST TO VIEW PUBLIC RECORDS

(Ohio Revised Code Section 149.43 et seq.)



VILLAGE OF OAKWOOD
24800 Broadway Avenue
Oakwood Village, Ohio 44146
440.232.9988

THIS FORM MAY BE FILLED OUT BY ANY INDIVIDUAL REQUESTING TO VIEW OR COPY PUBLIC RECORDS. THE VILLAGE OF OAKWOOD CANNOT REQUIRE THAT YOUR REQUEST BE WRITTEN. HOWEVER, IT IS SUGGESTED THAT THE FORM WILL ASSIST YOU AND THE VILLAGE IN CLARIFYING YOUR REQUESTS, FACILITATING A PROMPT RESPONSE, AND PROVIDING AN ACCURATE RECORD OF ALL REQUESTS TO VIEW OR COPY PUBLIC RECORDS WITHIN THE POSSESSION OF THE VILLAGE.

Description of records requested: _____ Date of Request: _____

Village Department and location of record(s) to be viewed or copied: _____ The following information is optional:

_____ Name: _____
_____ Address: _____
_____ City: _____
_____ Phone: _____

Please check one:

I wish to: ___ Receive a copy of the document(s) described above (\$.05 each page)
 ___ By mail (actual cost of postage)
 ___ I will pick up the records

 ___ Receive an email or faxed copy of the documents (no charge)
 Fax to # _____ Email to: _____

 ___ View the document(s) described above

OFFICE USE ONLY

Date Furnished: _____ Payment Method: ___ Cash ___ Check
Furnished By: _____
Number of copies: _____
Total Cost: _____