



**PUBLIC RECORDS REQUEST FORM**

When making a public record request we ask that the request be submitted in writing. This will enable us to understand exactly what the person requesting records needs. **You are not required to submit your request in writing.** We will make every effort to provide the information requested in a reasonable period of time.

Please submit all requests for public records to the Township Administrator. If you have a question about requesting public records please call 440-352-1443.

Date: \_\_\_\_\_

Name of person or organization requesting records:

\_\_\_\_\_

How do you wish to be contacted when the records are available?

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Regular mail – address: \_\_\_\_\_

Records requested. Please be specific, and include dates of records if applicable.

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