



**PUBLIC RECORDS REQUEST FORM**

**PUBLIC RECORD INFORMATION**

The City of Kettering is pleased to provide the public with any public records not exempted from disclosure by law. You are not legally required to complete a written request for public records, but filling out a written request enhances our ability to identify, locate, and deliver the requested public records.

Please use the space below to legibly print a clear description or identification of the particular records you wish to receive. Be sure to include a timeframe during which the record was created, for example, 1999-2000. If the request is unclear or too broad, then we may be unable to provide you with the records.

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**REQUESTOR INFORMATION**

If you provide us with your name, address, and telephone number, then the City can fulfill the request more efficiently. This is not a legal requirement, and the City will make the records available without such identification; however, we would appreciate if you would provide the requested information in the space below.

NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
TELEPHONE \_\_\_\_\_

**COST INFORMATION**

The City of Kettering charges \$0.05 per page (letter or legal size) for black and white copies and \$.10 per page for color copies of public records. Additional charges will apply for, larger size copies, and CD's or DVD's. These fees cover copying costs. You will also be responsible for expenses such as delivery, postage, and any other costs related to the delivery or transmission of the records.

I agree to pay the costs and expenses of fulfilling this Public Records Request as specified above.

\_\_\_\_\_  
[Signature of Requestor]

\_\_\_\_/\_\_\_\_/\_\_\_\_  
[Date]