# CITY OF STREETSBORO VOLUNTARY PUBLIC RECORDS REQUEST FORM

**I.**

|  |  |
| --- | --- |
| Name | |
| Street Address | City, State Zip |
| Phone Number | Today's Date |
| With as much specificity as possible, please describe what records you want to review. Please Print | |
|  | |
|  | |
|  | |

**II.**

1. It is the City's policy to make public records available for inspection and to make copies available within a reasonable period of time. There is no charge to inspect records while in City of Streetsboro buildings. Photocopying, duplicating, transmittal and mailing charges may require advanced payment.

## Please Check:

I would like to inspect these records.

I would like these records copied and I will pick them up when they are ready.

I would like these records copied and mailed to me at the address on this form.

Other (please specify)

1. Number of copies requested @ ¢ per page fee: $ . Copies of other materials (video tape, cassette, etc) fee: $ .

Transmittal / mailing charges fee: $ .

## Records not available

Record has never been maintained by the City

Record is no longer maintained or has been disposed of or transferred pursuant to RC-2 Record has been disposed of pursuant to an application of One-Time Records Disposal RC-1

Record is prohibited from release due to an applicable state or federal law, specifically

## Record provided is not in the form of a paper document

cassette tape video tape her (specify)

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## Record is prohibited or exempted by law:

Record has been forwarded to legal counsel for research / review

Record has been reviewed and release has been denied by legal counsel (see attached) Record has been reviewed by legal counsel and records are to be released

1. **Record has been reviewed and contained non-releasable material** that has been redacted according to state or federal law (see attached)

## Receipt: The undersigned acknowledges in-person receipt of the requested public records.

/ /

Signature Date

# X.

|  |  |
| --- | --- |
| Name of City employee handling request | Date request was completed |

revised 9/19/07 cfp