

**CITY OF STREETSBORO  
VOLUNTARY PUBLIC RECORDS REQUEST FORM**

I. Name	
Street Address	City, State Zip
Phone Number	Today's Date

II. With as much specificity as possible, please describe what records you want to review. Please Print


III. 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) \_\_\_\_\_

IV. Number of copies requested _____ @ _____¢ per page	fee: \$ _____
Copies of other materials (video tape, cassette, etc)	fee: \$ _____
Transmittal / mailing charges	fee: \$ _____

**V. 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- Record is no longer maintained or has been disposed of or transferred pursuant to RC-2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 \_\_\_\_\_

**VI. Record provided is not in the form of a paper document**

- cassette tape     video tape     other (specify) \_\_\_\_\_

**VII. 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

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

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

Signature	Date
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X. Name of City employee handling request	Date request was completed
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