



City of Kent, Ohio Public Records Request Form RC 100

Our city government belongs to our citizens. We conduct our government activities in the open, and we are proud of our strong commitment to this important principle of democracy.

While not mandatory, if you fill out this form it will help us provide the public records you are requesting in a more timely fashion.

Name of Requestor	
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.	
<p>The City of Kent, Ohio provides photocopies of public records according to the following schedule: 19 copies or less – no charge. 20 copies or more -- five cents each. All requests require advance payment. Mailing charges are assessed at actual cost. There is no charge to inspect records while in City buildings. Please check your preference below.</p> <p>I would like to inspect these records in the building when they are ready.</p> <p>I would like these records copied, and I will pick them up when they are ready.</p> <p>I would like these records copied and mailed to me at the address on this form.</p>	
Name of City employee handling request	Date request was completed