

# PUBLIC RECORD REQUESTS

The Village of Evendale complies with Ohio law (O.R.C. 149.43) regarding access to public records. Individuals wishing to view public records may generally do so at Evendale's Municipal Building during normal working hours of the administrative personnel in whose custody the records are kept. Because we are a small community with a relatively small staff, it may not always be possible to review records instantaneously. Sometimes, it is necessary to assemble the public records an individual wishes to view and it may take some time, depending on the volume and complexity of the request.

Those individuals wishing to obtain copies of public records may do so. The Village will provide copies within a reasonable time after the request is received. Copies are provided at a cost of five cents per page.

In order to service you better I providing access to, or copies of public records, we ask that you provide the following information:

NAME: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: Day: \_\_\_\_\_ Night: \_\_\_\_\_

SUBJECT OF REQUEST: \_\_\_\_\_

For Office Use:

NUMBER OF COPIES: \_\_\_\_\_ @ .05 PER COPY – TOTAL CHARGE: \_\_\_\_\_

DATE RESPONDED TO: Call: \_\_\_\_\_

Fax: \_\_\_\_\_

Mailed: \_\_\_\_\_

Completed by: \_\_\_\_\_ Hours spent on request: \_\_\_\_\_

\_\_\_\_\_

Picked up by (Print Name): \_\_\_\_\_

Signature at time of pick-up: \_\_\_\_\_ Date: \_\_\_\_\_

## REVIEW REQUESTS:

Time in: \_\_\_\_\_ Time Out: \_\_\_\_\_

Signature of Requester: \_\_\_\_\_

Attendant Signature: \_\_\_\_\_