

CITY OF GENEVA



PUBLIC RECORDS REQUEST FORM

The Public Records law (Ohio Revised Code 149.43) generally requires every public office, including the City of Geneva, to prepare promptly all public records and make them available for inspection at all reasonable times during regular business hours. Upon request and within a reasonable period of time, a public office must make copies of public records available at cost.

Please complete this informational form to initiate a request by any member of the public to inspect, or have copies made of, any public record kept by the City of Geneva.

Note that under the Public Records Law requestors are not required to make a written request or reveal their identity. If you want to make a verbal request, please call 440-466-4675.

Date of request: _____

Time of request: _____

Contact Information (Optional):

Printed Name: _____

Address: _____

Telephone: _____

Please list as specifically as possible the Public Records requested: (Attach additional pages if necessary)

Public Records to be inspected at the City of Geneva:

Public Records to be copied at the City of Geneva:

For City of Geneva Use Only

Date Request Received: _____ Initials of Receiving Clerk: _____

Date of Delivery of Records for Inspection: _____

Date of Delivery of Copied Records: _____

Number of Pages Copied: _____ at _____ per copy

Total Charges for Pages Copies: _____ Paid: Yes or No (circle one)

Signature of Clerk: _____