

APPENDIX A

**REQUEST FOR PUBLIC RECORDS
IN CUSTODY OF THE CITY OF NORTH RIDGEVILLE
REQUEST FORM**

Ohio Revised Code §149.43 (b) requires the City to provide records in a reasonable period of time. Depending on research, or other allowable factors, additional time may be afforded the City in order to complete the request. A public office or person responsible for public records may ask a requester to make the request in writing, may ask for the requester's identity, and may inquire about the intended use of the information requested, *when a written request or disclosure of the identity or intended use would benefit the requester by enhancing the ability of the public office or person responsible for public records to identify, locate, or deliver the public records sought by the requester.*

A written request is not mandatory and the requester may decline to make a written request and make an oral request only. Further, the requester may decline to reveal the requester's identity or the intended use of the requested records.

Date of request: _____ Expected date of delivery: _____

Number of copies/pages: _____ Total charge \$ _____

Name of Requester: _____

Signature: _____ Date: _____

Address: _____

Work phone: _____ Home phone: _____

Public Records Requested: _____

Additional comments: _____

For office use only:

Records Request: Approval Denied

Reason for denial including legal authority: _____

Signature: _____ Date: _____

Public office/person responsible for Records: _____
