

**REQUEST FOR PUBLIC RECORDS
PUBLIC CITIZENS REQUEST FORM**

Ohio Revised Code Section 149.43 (b) requires the City to provide records in a reasonable period of time. Depending on research, additional time may be afforded 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, but may do so only after disclosing to the requester that a written request is not mandatory and that the requester may decline to reveal the requester's identity or the intended use and 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.

STATE YOUR REQUEST:		
DATE SUBMITTED:		
EXPECTED DELIVERY DATE:		
TYPE OF COPY NUMBER OF COPIES & NUMBER OF PAGES		**Please see cost list below
NAME OF REQUESTOR (optional):		
ADDRESS / EMAIL: (method of delivery)		
CONTACT PHONE NUMBER:		
PUBLIC OFFICE OR PERSON RESPONSIBLE FOR PUBLIC RECORDS REQUEST:		
DATE RECEIVED:		
DATE TRANSMITTED:		

COST LIST:

Copies of public records requests for letter or legal-size paper (each side)	\$0.10
Copies of public records requests for black and white ledger-size paper (each side)	\$0.15
Copies of public records requests for color ledger-size paper (each side)	\$0.25
Copies of public records requests for 24x36 (each side)	\$2.50
Copies of public records requests for color 28x40 (each side)	\$9.00
Copy of Zoning Map color ledger size	\$3.00
Copy of Zoning Map color 28x40 (each side)	\$16.00
Electronic (Email or Link Access) - Please refer to Section 5.4 of the Records Policy for more details.	
CD ROM	\$4.00
Fax	\$1.50
Flash Drive	\$6.50
United States Postal Mail	Market Price
Other Delivery by Mail	Market Price
Certified Copies	\$1.00 per page
Obtain copies of the Codification Ordinance through the Codifier. For guidance, please reach out to the Clerk of Council's Office.	

For paper sizes not listed above, the cost will be calculated based on the proportional size of the paper. This means the cost will be adjusted according to how much larger or smaller the paper is compared to the standard sizes provided.

For Non-Police Public Records Request send to:
PublicRecordsRequest@nridgeville.org

For Police Public Records send to:
PoliceRecords@nridgeville.org