



Public Records Request Form

Ohio Revised Code 149.43 (B)

"Countryside Living"

Ohio Revised Code 149.43 (B) reads in part: "All public records shall be promptly prepared and made available for inspection to any person at all reasonable times during regular business hours. Upon request a person responsible for public records shall make copies at cost within a "reasonable period of time." (Emphasis added)

PLEASE PRINT

Request submitted by:

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Daytime Phone: _____ Cell: _____ E-mail: _____

Please choose one: _____ Request to view records _____ Request copies of records

Records/Information requested (please be specific):

Public Records Request Forms Submittal

By mail: Chester Township
12701 Chillicothe Road
Chesterland, OH 44026

By fax: (440) 729-3679

By email: pjarrett@chestertwp.org

Cost for materials:

Paper - \$0.10 per page

CD - \$1.00 each

NOTE: *Cash payment must be for exact amount*

FOR TOWNSHIP USE ONLY

Date received: _____ Date completed: _____

Fiscal Office OK to fill: OK to release:

Fiscal Officer signature: _____

Total pages copied: _____ @ \$0.10/pg = _____

Total CDs made: _____ @ \$1.00/ea = _____

Total cost: _____

Date records viewed: _____

Time in: _____ Time out: _____