



PUBLIC RECORDS REQUEST

Pursuant to Ohio Revised Code §149.43, you may inspect and/or request copies of records maintained by the City of Grandview Heights which are deemed to be "public records", as defined. To ensure that your request is processed accurately and promptly, please complete the following:

Name*: _____ Date of Request: _____
Address: _____
Telephone Number: _____ E-mail Address: _____
Reason for Request: _____

Which public record(s) are you requesting? Please be specific (report number, date of incident, type of record, person(s) involved, etc.).

- 1. _____
- 2. _____
- 3. _____

The City will attempt to retrieve the requested material promptly and in a reasonable amount of time. If it is determined that the records are not public records, you will be notified of the reason(s) for which your request is denied.

Delivery of records:

_____ Pick up records **OR**
_____ E-mail records (E-mail address: _____)
_____ Mail records

Note: Established costs / fees for Public Records shall be posted and made available to the public at all locations authorized to provide copies of public records.

For Administration Use Only

Request received by: _____ on _____
Name Title Date / Time

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To Requestor: Your request for records has been denied for the following reason(s):

You may resubmit a more detailed request, and we will make efforts to respond to your request to the extent permitted by law.

*** Ohio law does not require you to make a written request, identify yourself, or state the intended use of the records; however, this information will help us provide the public records you are requesting in a reasonable amount of time.**