

**CITY OF BEREA, OHIO
PUBLIC RECORDS REQUEST
FORM RC 100**

Our city government belongs to the citizens of the City of Berea, Ohio. We conduct our government activities in the open, and we are proud of our strong commitment to this important principle of democracy.

Ohio law does not require disclosure of your identity or the intended use of the requested records, nor does it require that a request be in writing. A written request simply enhances the ability of the City of Berea to identify, locate or deliver the public records sought.

NAME OF REQUESTER	EMAIL ADDRESS
STREET ADDRESS	CITY, STATE, ZIP
PHONE NUMBER	DATE REQUEST SUBMITTED
RECORDS REQUESTED *	
<ul style="list-style-type: none"> • COPIES ARE 5 CENTS A PAGE FOR REQUESTS OVER 20 PAGES. • COPIES ON A FLASH DRIVE ARE THE COST OF THE FLASH DRIVE. • NO CHARGE FOR EMAIL OR INSPECTION. 	PREFERRED METHOD OF INSPECTION: <ul style="list-style-type: none"> <input type="radio"/> INSPECT IN THE OFFICE WHEN READY <input type="radio"/> RECORDS COPIED AND I WILL PICK UP <input type="radio"/> RECORDS COPIED AND MAILED TO ME <input type="radio"/> RECORDS COPIED AND EMAILED TO ME
CITY EMPLOYEE SUBMITTED TO	DEPARTMENT/PERSON RESPONSIBLE
DATE REQUEST WAS ACKNOWLEDGED	DATE REQUEST WAS COMPLETED

* USE AS MUCH SPECIFICITY AS POSSIBLE – INCLUDE DATE RANGES, SUBJECT, PROJECT, DEPARTMENT, AND SO ON.