

PUBLIC RECORDS REQUEST

Per Ohio Sunshine Laws public office personnel will make records available within a reasonable or prompt period of time and during the normal course of business. Reasonable and prompt period of time will be determined by each public officer's discretion based on daily activities.

(1) Date: _____

(2) TO: _____
_____ (department/office) City of Greenfield, Ohio.

(3) FROM: _____
(name)

(address)

(telephone number)

(4) I hereby request an appointment to review the following public records:

(office use only) Appointment Set: Date _____ Time _____ a.m./p.m.

(5) I hereby request a copy of the following public records:

(6) I agree to pay all actual costs incurred for producing and/or mailing of each copy.

Signature

Date