



City of Munroe Falls Ohio

43 Munroe Falls Avenue
 Munroe Falls, Ohio 44262
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 www.munroefalls.com

PUBLIC RECORDS REQUEST FORM

OHIO REVISED CODE §149.23
 MFO CODIFIED ORD §164

Rev 2/21/18

State law states that you should be advised that you are **NOT REQUIRED** to complete this form. Verbal requests, written requests and emailed requests will be fulfilled by the City. However, this form will assist in our efforts to provide you with the correct information and properly track the request. We greatly appreciate your cooperation.

Name:	
Address:	
Phone:	
Fax: (Required for faxed copies)	
Email Address:	

Depending on the request, it may be necessary for the City to change the method of delivery.

- Paper copies (8 1/2" x 11") .05¢ per page
- Legal size paper copies .10¢ per page
- Digital requests at City's cost (i.e. flash drive, micro cassette, etc.)
- Postage for mailing at City's cost
- Any other costs incurred at City's cost

Please list requests being **as specific as possible**. Indicate the preferred method of delivery.

	PAPER COPY	EMAIL	REVIEW	FAX	OTHER

The City will make every effort to accommodate requests for public records as the law permits within a reasonable time period.

The City will NOT create a report, form or record that does not exist.

 Signature

 Date

To be completed by CITY

Date received:	Received by:	Clerk delivered to:	Date:
Date completed:	Completed by:	Method of delivery: (or no. of pages)	Fee: