



# City of Munroe Falls Ohio

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 Munroe Falls, Ohio 44262  
 330-688-7491 phone 330-688-3720 fax  
 www.munroefalls.com

## PUBLIC RECORDS REQUEST FORM

OHIO REVISED CODE §149.23  
 MFO CODIFIED ORD §164

*You are not required to complete this form unless you are requesting copies (in any format). This will assist in our efforts to provide you with the correct information. Depending on the request, it may be necessary for the City to change the method of delivery.*

<b>Name:</b>	
<b>Address:</b>	
<b>Phone:</b>	
<b>Fax:</b> <i>(Required for faxed copies)</i>	
<b>Email Address:</b>	

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

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

	<b>PAPER COPY</b>	<b>EMAIL</b>	<b>REVIEW</b>	<b>FAX</b>	<b>OTHER</b>

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 filed:	No. of Pages (or other method)	Fee:	Filed by:
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