



## Public Records Request

The Village of South Lebanon is dedicated to providing the highest quality of customer service in accordance with Ohio's Public Records Act. *Your request is not required to be in writing, nor is it required that your name or intended use of the requested records be disclosed.* The information contained on this form is solely intended to enhance our ability to respond to your request in a timely and reasonable manner.

*To be completed by employee if not completed by the requester based on nature or form of request*

*Name of Requester:		Date Requested:
Street Address:		City, State, ZIP:
Phone Numbers (Please indicate type):	E-mail:	
<p><b>INFORMATION REQUESTED: <i>Please be specific.</i></b> Records sought must be identified with sufficient clarity in order to allow the Village of South Lebanon to identify, retrieve and review the records.</p> <p><b>Please Print.</b></p> <p>Type of Record Requested: _____ Relevant Date(s): _____</p> <p>Description: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>		
<b>Completed Response</b>		
Date Requester Notified: _____ By: _____ Via: _____		
Date Response Mailed, Picked up or Inspected (circle one): _____		
Total Cost: _____ Including actual postage cost of: \$ _____		
# of Copies Requested: _____ @ \$.05 per page Total Fee: \$ _____		

