

CITY OF *Beachwood*

Law Department • 25325 Fairmount Boulevard • Beachwood, Ohio • (216) 595-5462

Public Records Request Form

PLEASE NOTE: Ohio law does not require disclosure of your identity or intended use of requested records nor does it require that a request be in writing. A public office, however, may ask that a request be submitted in writing, discloses the identity of the requester, and/or states the intended use when disclosure of identity or intended use would enhance its ability to comply with the request.

Name:*	
Address:*	
Phone:	
Fax No.:	
Email Address:	

*** Optional Information**

Please provide as much of the following information as possible so that we may more easily locate the information you are requesting. Please also indicate the desired method of delivery though the delivery method may be at the City's discretion based upon how the documents are maintained. Please email this completed form to law-web@beachwoodohio.com or fax it to (216) 595-5466.

Records Requested
1.
2.
3.
4.
5.

For requests for up to nineteen (19) 8 ½ x 11 sized pages, copies typically will be made at City Hall at no charge. Copies totaling more than nineteen (19) pages, color copies, or copies that are not 8 ½ x 11 will be made by an outside copying service. At the City's discretion, copies may be made by the City at a cost of \$0.05 per page (single side). You must provide a self-addressed, stamped envelope for return of the documents to you by postal mail.

Method of delivery:

Hard Copy via Postal Mail _____ Email _____ Fax _____ Review first _____

Ohio law provides that public records, except certain statutory exceptions, must be available at reasonable times during regular business hours. Upon submission of a public records request, the City is afforded a reasonable period of time to assemble and organize these records, and have an attorney review and authorize requests before they are released. If any requested records are exempt from disclosure, the records or parts thereof will be withheld or redacted, and the requester will be provided with a statement of the legal basis for such action.

Signature: _____ Date of Request: _____

Following to be completed by City:

Date Filled:	No. of Pages:	Fee:	Filled by: