

## City of Willoughby, Ohio Public Records Request Form

Our city government belongs to the citizens of the City of Willoughby. We conduct our government activities in the open, and we are proud of our strong commitment to this important principle of democracy.

**While not mandatory, if you fill out this form it will help us provide the public records you are requesting in a more timely fashion.**

Name of Requestor

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Street Address

City, State, Zip Code

Phone Number

Today's Date

With as much specificity as possible, please describe what records you want to review. PLEASE PRINT.

The City of Willoughby provides photocopies of public records according to the following schedule: **For the first through twenty-fifth photocopy, there will be no charge; for the twenty-sixth or more photocopies, there is a fee of five cents (\$.05) per sheet calculated from the first photocopy.** All requests require advance payment. **Mailing charges are assessed at actual cost.** There is no charge to inspect records while in City of Willoughby buildings. Please check your preference below.

- I would like to inspect these records in the building when they are ready.
- I would like these records copied, and I will pick them up when they are ready.
- I would like these records copied and mailed to me at the address on this form.

Name of City of Willoughby employee handling the request

Date request was completed