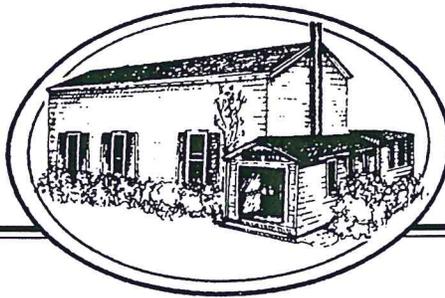


Bainbridge Township

TRUSTEES:

Jeffrey S. Markley
Kristina O'Brien
Lorrie Sass Benza
(440) 543-9871
(440) 543-4654 Fax



FISCAL OFFICER:
Kathleen C. Staudenbaur
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www.bainbridgetwp.com

BAINBRIDGE TOWN HALL

17826 Chillicothe Road

GEAUGA COUNTY

Chagrin Falls, Ohio 44023

BAINBRIDGE TOWNSHIP REQUEST FOR PUBLIC RECORDS

It is within your rights not to disclose your identity when you request records. We can instead give you a public records request number which we will use to track our communications with you and our response(s) to your request.

In addition, you do not have to provide our office with a written request and you do not have to provide a reason why you have requested these records. We will, however, write down for our own use the information we need to respond to your request. Should you wish to see a copy of our written public records policy please don't hesitate to ask.

Name: _____

Address: _____

Phone Number: _____

Date of Request: _____

SPECIFIC DOCUMENTS REQUESTED:

- | | |
|----|-----|
| 1. | 6. |
| 2. | 7. |
| 3. | 8. |
| 4. | 9. |
| 5. | 10. |

Please list additional items on reverse side.

Request Received By: _____

Date Received: _____

Cost of Copies: _____

Signature of Person Requesting Documents: _____