



Bainbridge Township
Public Records Request
O.R.C. 149.43(B)(1)

1. **Date of Request:** _____

When making a public records request we ask that the requests be submitted in writing. Public records requests can be submitted to the Fiscal Office via email to: clerk@bainbridgetwp.com. If you have a question about requesting public records please call (440) 543-9871.

I understand these records do not have to be made available today. We will make every effort to provide the information requested in a reasonable period of time, following receipt of this written request.

2. **Type of Request:** (Check all that apply.)

- Request to Inspect Records Request for Copies of Records

3. **Requested Records:** (Attach additional pages, if necessary)

- _____
- _____
- _____

4. **Requested Format of Copies:**

- Electronic Format (N/C - Preferred Method)
 Paper Format (\$0.05 / B/W copy OR \$2.00 / Color copy)
 CD/DVD (\$1.00 / copy)

5. **Requestor Contact Information:** (Optional)

Name: _____ Phone Number: _____

Mailing Address: _____

Email Address: _____

To be completed by Township Employee:

Date Fulfilled:

Cost of Records:

Payment Received y/n: