TRUSTEES
Jeffrey S. Markley
Kristina O'Brien
Michael Bates

FISCAL OFFICER
Matthew Domonkos

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)
   - ⬭ Thumb Drive ($3.00 each)
   - ⬭ Police Dept. Video Reproduction Requests ($75.00/hr not to exceed $750.00)

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: