

# GEAUGA PARK DISTRICT PUBLIC RECORDS REQUEST FORM

The Public Records Law (Ohio Revised Code 149.43) generally requires every public office, including Geauga Park District, to prepare promptly all public records and make them available for inspection at all reasonable times during regular business hours. Upon request and within a reasonable period of time, a public office must make copies of public records available at cost. Public records will be available for inspection during regular business hours, with the exception of published holidays.

Please complete this informational form to initiate a request by any member of the public to inspect, or have copies made of, any public record kept by Geauga Park District. **NOTE: Under the Public Records Law requesters are not required to make a written request or reveal their identity. If you want to make a verbal request please call (440) 286-9516.**

Date of this request:

Time of this request:

Contact information (optional): Name:

Address:

Telephone:

Email:

Please list as specifically as possible the public records requested:

Public records to be inspected at Geauga Park District's Big Creek Park's Meyer Center, 9160 Robinson Road, Chardon :

Public records to be copied at Geauga Park District's Big Creek Park's Meyer Center, 9160 Robinson Road, Chardon :

### For Geauga Park District Use Only

Date request received: \_\_\_\_\_  
Date of delivery of public records for inspection: \_\_\_\_\_  
Date of delivery of copied public records: \_\_\_\_\_  
Number of pages copied: \_\_\_\_\_ at \_\_\_\_\_ per copy  
CD burned with requested records: \_\_\_\_\_ per CD  
Total charges for pages copied: \_\_\_\_\_ Paid: Yes or No (circle one)

Staff signature: \_\_\_\_\_

### Public Records Request Fees

Black and white copies: \$0.06 cents/page  
Color copies: \$0.13 cents/page  
Computer files (CD): \$1.00/disc  
Mailed copies: Requestors requesting that documents be mailed to them will be charged the actual cost of postage and mailing supplies.

*Note: For public records requests exceeding 20 copied pages, advanced payment is required.*