



Village of Monroeville, Ohio Public Records Request Form RC 100

Our Village government belongs to the citizens of the Monroeville. 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	
Street Address	City, State , Zip
Phone Number	Today's Date
With as much specificity as possible, please describe what records you want to review. PLEASE PRINT.	
<p>The Village of Monroeville provides photocopies of public records according to the following schedule: five (5) cents per page for requests that exceed twenty-four (24) copies beginning with the first copy. All requests require advance payment. Mailing charges are assessed at actual cost. There is no charge to inspect records while in a Village building. Please check your preference below.</p> <p>I would like to inspect these records in the Village building when they are ready.</p> <p>I would like these records copied, and I will pick them up when they are ready.</p> <p>I would like these records copied and mailed to me at the address on this form.</p>	
Name of Village employee handling request	Date request was completed