

Geauga County Public Library
Administrative Center
12701 Ravenwood Drive, Chardon, Ohio 44024
Phone: 440-286-6811 Fax: 440-286-1356



PUBLIC RECORDS REQUEST

Your request is not required to be in writing, nor is it required that your name or intended use of the records be disclosed. The information requested on this form is intended only to enhance our response to your request.

*Form to be completed by employee if not completed by the requestor.
The only information required is today's date, date of records requested, and description of records.*

DATE & INFORMATION REQUESTED FIELDS MUST BE COMPLETED. Please print.

| | |
|--|---------------|
| Name of Requestor: | Today's Date: |
| Address if Documents are to be mailed: | |
| Phone number if you wish to be called when request is completed: | |
| Email if Documents are to be emailed: | |
| INFORMATION REQUESTED: <i>Please be specific!</i> Records sought must be identified with sufficient clarity to allow the Geauga County Public Library to identify, retrieve and review the records. | |
| Relevant Date of Records _____ | |
| Description of Records Requested: | |

RESPONSE (completed by GCPL employee)

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| Date Requestor Notified (of receipt of request) |
| By(employee name) |
| Mode of notification (phone, email, etc.) |
| Date Response Mailed, Picked Up or Inspected (circle one): |
| Total Cost, if any: |
| Detailed breakdown of total cost (including postage, copies, etc.): |
| _____ |
| _____ |