



# Public Records Request

This form may be filled out by any individual requesting to view or copy public records. The City of Brecksville can not require that your request be written. However, it is suggested that this form will assist you and the City in clarifying your requests, facilitating a prompt response and providing an accurate record of all requests to view or copy public records within the possession of the City.

**PLEASE READ BEFORE FILLING OUT THIS FORM** You must download this file as a pdf and then open with Acrobat Reader to submit the form.

Description of Records:

Date of Request: \_\_\_\_\_

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City department and location of record(s)  
to be viewed or copied:

The following information is optional:

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Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_

Please check one:

- I wish to:  Copy the documents(s) described above (.05 each page)  
 View the documents(s) described

Number of documents to be copied: \_\_\_\_\_

Number of copies requested: \_\_\_\_\_

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**OFFICE USE ONLY**

Date Furnished: \_\_\_\_\_  
Furnished by: \_\_\_\_\_  
Number of Copies: \_\_\_\_\_  
Total Cost: \_\_\_\_\_

Payment Method:  Cash  Check

**Submit this form**