



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.

Description of Records:

Date of Request: _____

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

The following information is optional:

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: _____

OFFICE USE ONLY
Date Furnished: _____
Furnished by: _____
Number of Copies: _____
Total Cost: _____

Payment Method: Cash Check

Submit this form