



REQUEST FOR PUBLIC RECORDS

City of Dover
110 East Third Street
Dover, Ohio 44622
Phone: (330) 343-6726
Fax: (330) 343-7336

In accordance with Ohio Revised Code 149.43 and pursuant to Dover City Ordinance 20-14, the City of Dover will promptly (within a reasonable time) produce copies of the requested records to you, unless the information is exempt from disclosure.

PLEASE COMPLETE THE FOLLOWING INFORMATION:

Date: _____ Name (optional): _____

Mailing Address (optional): _____

Telephone Number (optional): _____ Email (optional): _____

Preferred method to receive documents: Mail Email Pick-up Fax Inspect

Please provide a detailed description of the requested information (such as name of record requested, date of records or list, timeframe sought, etc.):

In making this request, I understand that the City of Dover is under no obligation to create a document to satisfy my request or to comply with a standing/ongoing request for information. I further understand that copies of the information will be released only in accordance with ORC 149.43 (as presently adopted and as amended in the future) and Dover City Ordinance 20-14 and that the City reserves the right to seek an opinion with the City Law Director with regard to release of any records. Any redaction or denial of information will include legal authority. In addition, the City of Dover may charge \$.10 per page for paper copies and \$1.00 per disc for electronic files downloaded.

Signature/Name of Requestor

Date