



Village of Granville  
141 East Broadway  
Granville, Ohio 43023  
(740) 587-0707

**PUBLIC RECORDS REQUEST FORM**

The Public Records Act, addressed in Ohio Revised Code Chapter 149, requires the Village of Granville to promptly prepare and make available for inspection to any person during regular business hours all public records subject to disclosure. Completion of the Village of Granville Public Records Request Form will enable the Village of Granville to comply with the provisions of Ohio Revised Code Chapter 149 in a prompt and efficient manner, as well as ensure that your right as an Ohio citizen to access government records is preserved. While completion of this form is not mandatory, providing this information will help us provide the public records you request in a timely manner.

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Date request submitted \_\_\_\_\_ Email \_\_\_\_\_

Documents requested (must be identified with sufficient clarity): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ I would like to inspect these records in the building when they are ready.

\_\_\_\_\_ I would like these records copied, and I will pick them up when they are ready.

\_\_\_\_\_ I would like these records copied and mailed to me at the address on this form.

\_\_\_\_\_ If these records are in a digital format, I would like them emailed.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*TO BE COMPLETED BY THE CLERK OF COUNCIL:*

Date request received: \_\_\_\_\_ Date inspection made available or copies delivered: \_\_\_\_\_

Amount charged for copies and/or mailing of documents via United States Postal Service: \_\_\_\_\_

Date fees paid: \_\_\_\_\_

**\$.05 per page copied (first 15 copies are free) 8.5 x 11 and 8.5 x 14**