



VILLAGE OF MORROW

WARREN COUNTY, OHIO

150 East Pike Street, Morrow, Ohio 45152

Telephone: 513.899.2821 Facsimile: 513.899.3170

www.vil.morrow.oh.us

Public Records Request Form

Requestor's Information:

Name: _____

Address: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Email: _____ Date of Request: _____

With as much specificity as possible, please describe what records you want to review. PLEASE PRINT.

Copies are \$.10 per page. All requests require advance payment. Mailing charges are assessed at actual cost. There is no charge to inspect records while at the Village of Morrow Municipal Building. All record inspections shall be done while in the presence of the Village Administrator or designated employee.

Please check your preference below:

- 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.

Requestor's Signature

Processing Information – TO BE COMPLETED BY VILLAGE EMPLOYEES ONLY

Request received: _____ Amount paid: \$ _____ Receipt No.: _____
Date & Time

Processed by: _____ Request completed: _____
Employee's Printed Name & Initials Date & Time