



City of Macedonia

The Crossroads of Northeast Ohio

9691 Valley View Road • Macedonia, Ohio 44056
(330) 468-8322 • FAX (330) 468-8392

PUBLIC RECORDS REQUEST FORM

Date of Request: _____

Requestor(s) Name(s): _____

Contact Information of Requestor(s):

Cell: _____

Office: _____

Home: _____

Email Address(s): _____

Mailing Address(s): _____

Description of Documentation Requesting: _____

Signature(s) of Requestor(s) of Materials: _____

Office Use Only

Record Request #: _____

Date Completed: _____

Fees Exchanged: _____

Public Records Policy of the City of Macedonia: Fee Schedule

Section 3.1: The charge for paper copies is 5 cents per page for requests exceeding 20 pages.

Section 3.2: The charge for downloaded computer files to a compact disk is \$2 per disk.

Section 3.3: There is no charge for documents emailed.

Section 3.4: Requesters may ask that documents be mailed to them. They will be charged the actual cost of the postage and mailing supplies. If the documents are not able to be mailed due to size or volume as delineated by U.S. Mail regulations, the requestor may arrange for pick up at the Municipal Center unless the requestor approves and pays for delivery via a private delivery service.



Service



Commitment



Pride

