

# PUBLIC RECORDS REQUEST-VILLAGE OF MINERVA PARK

Your request is not required to be in writing, nor is it required that your name or the intended use of the requested record be disclosed. The information contained on the form is solely intended to enhance our ability to respond to your request in a timely and reasonable manner. Office hours are 9-3 Monday, Tuesday, Thursday and Friday; Wednesday hours are by appointment only. Village Offices are temporarily located at 3700 Corporate Dr. Suite 130. We may be reached by phone at 614-882-5743.

You must have JavaScript enabled to use this form.

DATE OF REQUEST

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TYPE OF REQUEST

☐ REQUEST TO INSPECT RECORDS IN PERSON

☐ REQUEST FOR COPIES OF RECORDS

PLEASE CHECK ALL THAT APPLY

REQUESTED RECORDS (Please be specific)

Please be specific, as this will help us assist in completing your request.

REQUESTED FORMAT OF COPIES OF RECORDS (check applicable format if copies are requested)

☐ CD/DVD (\$1.00)

☐ FLASH DRIVE (8G \$3.00)

☐ EMAIL (NO CHARGE-MAY NOT BE AVAILABLE DEPENDING ON FILE SIZE)

Choose how you would like to receive copies of records you have requested

REQUESTOR NAME/PHONE (OPTIONAL)

You are not required to provided your name; this field is optional.

EMAIL ADDRESS (If requesting that records be emailed)

This field is not required; it will help us get requested information to the requestor.

STREET ADDRESS (If requesting that records be mailed)

This field is not required; it helps us get requested information to the requestor

CONTACT INFORMATION (This is only used to notify requestor that records are ready or to obtain further information)

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