



The Village of Mantua
 4650 High Street P.O. Box 775
 Mantua, Ohio 44255
 Phone: 330-274-8776 Fax: 330-274-2884

PUBLIC RECORDS REQUEST FORM RC 101

The Village of Mantua government belongs to the citizens of Mantua Village. We conduct our government activities in the open and we are proud of our strong commitment to this important principle of democracy.

Name of Requester:	Email Address:
Street Address:	Date:
City, State, Zip	Phone Number:
With as much specificity as possible, please describe the records you are interested in: Please print:	
<p>Mantua Village provides copies of public records according to the following fee schedule. <u>Payment in advance may be required.</u></p> <ul style="list-style-type: none"> • Cost per page (single-sided) is \$0.05 (five cents). • If the record can be e-mailed, there is no charge. • The cost of a CD is \$1.00 (one dollar). If you want something mailed to you, postage costs are assessed at actual cost. • There is no charge to inspect records while in the building. <p>Please check your preference:</p>	
	I would like to have these records emailed to me at the email address listed above when they are ready.
	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.

Signature of Requester: _____

[Below for Village of Mantua Use Only]

Record (s) not available, prohibited by law, or contains non-releasable material that has been redacted.

	Record has never been maintained by the Village of Mantua.
	Record is no longer maintained or has been disposed of pursuant to Mantua Village RC-1 or RC-2.
	Record is prohibited from release due to an applicable state or federal law.
	Record has been forwarded to legal counsel for research or review.
	Record has been reviewed and release has been denied by legal counsel.
	Record has been reviewed by legal counsel and records are to be released.
	Upon review, non-releasable material has been redacted.

Name of employee handling request:	Date request was completed:	Date materials were picked up:
_____ pages at the cost of \$0.05 (five cents) per page.	Total Fee:	
_____ Copies of other materials (CD or DVD) at the cost of \$1.00 (one dollar) per disk.	Total Fee:	