

The City of Beachwood Request for Public Information (General)

PLEASE NOTE: Ohio law does not require disclosure of your identity or intended use of requested records nor does it require that a request be in writing. However, a public office may ask that a request be in writing, disclosing the identity of the requester and/or stating the intended use, when a written request, disclosure of identity or intended use would enhance the ability to comply with the request.

Note: For requests for up to nineteen (19) 8 1/2" x 11" sized pages, copies will normally be made at City Hall at no cost. Copies totaling more than nineteen (19) pages, color copies, or copies which are not 8 1/2" x 11" will be made by an outside copying service. At the City's discretion, copies may be made by the City at a cost of \$0.05 per page (single side); you must provide a self-addressed, stamped envelope for return of report to you by mail. FAX to: (216) 595-5466 c/o Law Department.

Requested by: Name: _____
Agency/Company: _____
Address: _____
City, State, and Zip: _____
Daytime Phone: (_____) - _____
Date of Request: _____ Time of Request: _____
Signature: _____

Please provide as much of the following information as possible so that we may easily locate the information you are requesting. Please attach copies of any documents that may describe your request, i.e., subpoenas, letters, etc.

Information _____ Complaints _____ Permits _____ Other (describe)

For internal use only:

Law Department: _____ Request Approved _____ Request Denied by: _____
Comments: _____
Submitted by: _____ Date: _____ Time: _____

Other Departments: _____ Request Approved _____ Request Denied by: _____
Processed by: _____ Cost: _____
Released by: _____ Date: _____ Time: _____

Ohio law provides that public records, except certain statutory exceptions, must be available at reasonable times during regular business hours. Upon request, the City is afforded a reasonable period of time to assemble and organize these records, and have an attorney review and authorize each request before it is released. If any requested records are exempt from disclosure, the records or parts thereof, will be withheld or redacted, and you will be provided with a statement of the legal basis for such action.