



PUBLIC RECORDS REQUEST FORM

This form is not mandatory to submit a request.

If you complete this form, it may help us better understand what record you are seeking and provide the public record in a timely fashion. Parma City Hall belongs to the citizens. We conduct business activities in the open and are proud of our strong commitment to this important principle of democracy.

Name of Requestor: _____

Home Address: _____

Email Address: _____

Phone Number: _____ Today's Date: _____

Specifically describe below what records you would like to review.

For duplication of public records on paper, the City of Parma will charge the requestor the City's actual cost of five cents per page for each photocopy. There is no charge if the total pages provided is nine pages or less per day. For duplication of public records on any other medium (e.g. disc, USB, etc.) the City may charge its actual cost of the medium.

There is no charge to inspect records in person. There is no charge if records are emailed.

Please check your preference below.

1. I want these records emailed to me. (If available in a format that can be emailed.)
2. I want these records copied, and I will pick up the copies when ready.
3. I want these records copied and mailed to me. (Postage charges apply).
4. I want these records transferred to disc/USB, and I will pick up the item when it is ready.
5. I want these records transferred to disc/USB and mailed to me. (Postage charges apply).
6. I want to inspect these records in the building when they are available.

Employee handling request

Date request was filled