



# WILLOUGHBY

City of Willoughby  
One Public Square Willoughby, Ohio 44094  
P: (440) 953-4118 F: (440) 953-4167

## Public Records Request Form

Our city government belongs to the citizens of the City of Willoughby. We conduct our government activities in the open, and we are proud of our strong commitment to this important principle of democracy.

**While not mandatory, if you fill out this form it will help us provide the public records you are requesting in a more timely fashion.**

Name of Requestor \_\_\_\_\_ Phone \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

With as much specificity as possible, please describe what records you want to review.

The City of Willoughby provides photocopies of public records according to the following schedule: **For the first through twenty-fifth photocopy, there will be no charge; for the twenty-sixth or more photocopies, there is a fee of five cents (\$.05) per sheet calculated from the first photocopy.** All requests require advanced payment. **Mailing charges are assessed at actual cost.** There is no charge to inspect records while in City of Willoughby buildings. If documents are larger than our capabilities of photocopying, you may contact a local printing company to retrieve the documents from us, make payment to them, and they will return documents to us. If an outside source is used, then you are required to indicate exactly what is to be photocopied from any particular file. Please check your preference below:

\_\_\_ 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.

\_\_\_ I will be using an outside source to photocopy documents that will pick them up.

\_\_\_\_\_  
Name of Willoughby employee accepting this request.

\_\_\_\_\_  
Date request was received. this request.