



Village of Roaming Shores

2500 Hayford Road, P.O. Box 237

Roaming Shores, Ohio 44084

440-563-3132 • roamingshoresOH.gov

Public Records Request

Ohio's Public Records law (ORC 149.43) generally requires every public office, including the Village of Roaming Shores, to prepare promptly all public records and make them available for inspection at all reasonable times during regular business hours. Upon request and within a reasonable period of time, a public office must make copies of public records available at cost.

Please complete this form to initiate a request by any member of the public to inspect, or have copies made of, any public record kept by the Village.

Note: Under the public records law requests are not required to be made in writing nor do the individuals requesting information need to reveal their identity. If you wish to make a verbal request, please call 440-563-3132.

Date of request: _____

Time of request: _____

Contact information (Optional):

Printed Name: _____

Address: _____

Telephone: _____ E-mail: _____

Records to be inspected at the Village: _____

Records to be copied at the Village: _____

For Village Use Only

Date received: _____ Receiving clerk: _____

Date copied records delivered: _____ Date records inspected: _____

Number of pages copied: _____ at .05¢ per copy

Charge for pages copied: _____ Paid: Yes or No (circle one)

Signature of Clerk: _____