

It is not mandatory that you make your request in writing and you may decline to reveal your identity or the intended use of the public records, however a written request or disclosure of your identity and/or intended use of the public records may be to your benefit by enhancing the ability of the City of Willowick to identify, locate, or deliver the public records sought by you (Ohio Revised Code 149.43(B)(6)).

CITY OF WILLOWICK RECORDS REQUEST FORM

DATE: _____

TYPE OF RECORD(S):

NAME(S) OF INVOLVED PARTY: _____

DATE(S) OF RECORD(S): _____

FORMAT:

PAPER COPY @ \$.05/PAGE

AUDIO/VIDEO/CD @ \$1.00

OTHER: _____

DELIVERY METHOD:

PICKUP

MAIL (ACTUAL COSTS OF POSTAGE AND MAILING SUPPLIES WILL BE CHARGED)

PERSON REQUESTING:

NAME: _____

ADDRESS: _____

PHONE: _____

**CITY OF WILLOWICK
REDACTIONS OF INFORMATION IN PUBLIC RECORDS**

The records you have requested from the City of Willowick are enclosed, however, certain information has been redacted from the records for the following reason(s):

- _____ The information in the record(s) is exempt from disclosure under the provisions of Ohio Revised Code Section 143.43(A)(1)(_____).

- _____ Social Security Numbers are exempt under the Federal Privacy Act 5 U.S.C. Section 522a and the Federal Social Security Act 42 U.S.C. Section 405(c)(2)(C)(vii).