



Public Records Request Form

Contact Information:

Name: _____ Date: _____
 Mailing Address: _____
 City, State, Zip: _____
 Phone Number: _____ Fax Number: _____
 Email Address: _____

Public Record(s) Requested:

A requester need not make a request for public records in writing, or identify himself/herself when making a request.

Method of Delivery:

It is the policy of Cuyahoga Community College to provide the responsive record(s) via electronic delivery, either as an Adobe pdf attachment to an email or on a CD-R, depending on the size and volume of the response. If you would prefer to receive the records via another delivery method, please indicate below:

- I am acceptable to receiving the responsive record(s) via electronic delivery as described above.
- I want to view the responsive record(s) at Cuyahoga Community College at no cost. (Please note that if copies are requested at the viewing, a copy charge of \$0.05 per page will be assessed.)
- I want to purchase copies of the responsive record(s). Copied documents may be picked up or mailed upon receipt of payment. Paper copies are \$0.05 per page. Mailed documents are subject to postage fees.

For Cuyahoga Community College Use Only:

Total Number of Responsive Pages: _____ Cost for Production: _____
 Approved Not Approved Paid \$ _____ on ____ / ____ / ____
 Records Produced on ____ / ____ / ____ via _____

Please Note: College public records are in various locations throughout College campus and administrative office locations. The College requests that a reasonable amount of time be expected for responding to any request to copy or inspect records. The College may require additional time to process more difficult or voluminous requests and, if so, an estimated time frame for response will be provided to the requestor. If you would like additional information on Ohio's Public Records Act click [here](#).