

# LIVERPOOL TOWNSHIP



## Public Information Request Form

*The following information is requested on a **voluntary** basis to help Liverpool Township respond to your public information request more efficiently. According to the State of Ohio's Public Records Act, you are **not required** to provide the following information to submit a Public Information Request. However, providing the information below may assist Liverpool Township in obtaining the documents you seek in a more accurate and timely manner.*

Department Receiving Request: \_\_\_\_\_

Date of Request: \_\_\_\_\_

### **Contact Information** (Voluntary)

Name of Requester: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

### **Documents Requested**

Please identify the documents/records being requested. Please be as specific as possible. The more specific your request, the better Liverpool Township can locate and retrieve the information you are seeking in a timely manner. Please attach additional pages if necessary.

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### **Receiving Public Documents**

How would you like to receive the information you are requesting:

I will pick up/review copies at the designed Township office.

(Turn Over)

- Liverpool Township can call the listed phone number to notify me when information is available for pick up or review.
- I will call Liverpool Township to determine when the information is available for pick up or review.
- Mail copies to the mailing address listed.
- Email copies to the email address listed (as practical).
- Fax copies to the fax number listed (as practical).
- I wish to review the information only; no copies necessary at this time.

**Cost**

The cost to obtain documents through a public information request is listed in the Public Records Policy, or the actual cost of the medium in which the information is provided (i.e. computer disc, etc.). Unless otherwise agreed upon payment is due before or at the time the documents are provided. Checks should be payable to Liverpool Township.

**\*Request forms may be submitted personally at the Administration Building. Attention: Records Custodian/Fiscal Officer Shirley Flati or emailed to [fiscalofficer@liverpooltownship.com](mailto:fiscalofficer@liverpooltownship.com)**

**\*\*Any questions please contact the Fiscal Officer at (330) 932-0403**

**OFFICE USE ONLY:**

*Request denied for the following reason:* \_\_\_\_\_

*Records unavailable for immediate inspection for the following reason(s):* \_\_\_\_\_

Number of Copies made: \_\_\_\_\_ Amount Due:\$ \_\_\_\_\_

Form of Payment (circle one): Cash/Check Payment Received:\$ \_\_\_\_\_

Date Information Forwarded to Requester: \_\_\_\_\_

Format of Information Provided: \_\_\_\_\_

Records Inspected: \_\_\_\_\_

Approximate Date Records will be Available: \_\_\_\_\_