



City of Louisville, Ohio Public Records Request Form RC 100

Our City government belongs to the citizens of the City of Louisville. 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	
Street Address	City, State, Zip
Phone Number	Today's Date
With as much detail as possible, please describe what records you want to review. PLEASE PRINT.	
<p>The City of Louisville provides photocopies of public records according to the following schedule: five (5) cents per page for requests that exceed \$1.00. Two-sided copy fee is seven (7) cents per page. All requests require advance payment. Mailing charges are assessed at actual cost. There is no charge to inspect records while in a City buildings. Please check your preference below.</p> <p>I would like to inspect these records in the City building when they are ready.</p> <p>I would like these records copied, and I will pick them up when they are ready.</p> <p>I would like these records copied and mailed to the address listed above.</p>	
Name of City employee handling request	Date request was completed