



CHESTER TOWNSHIP

PRR No. 2026-

Public Records Request Form

Ohio Revised Code 149.43 (B)

Ohio Revised Code 149.43 (B) reads in part: "All public records shall be promptly prepared and made available for inspection to any person at all reasonable times during regular business hours. Upon request a person responsible for public records shall make copies at cost within a "reasonable period of time." (Emphasis added)

Request Submitted By:

Please Print

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Cell: _____ Email: _____

Please Choose One: _____ Request to View Records _____ Request Copies of Records

Records / Information Requested (Please be specific):

Public Records Request Form Submittal

Mail: Attention: Patricia Jarrett
Chester Township
12701 Chillicothe Road
Chesterland, OH 44026

Email: pjarrett@chestertwp.org

Fax: (440) 729-3679

Material Costs:

Paper \$0.10 per page
CD \$1.00 each

***Check only payable to Chester Township**

For Township Use Only

Date Received: _____ Date Completed: _____

Fiscal Office OK to Fill _____ OK to Release _____

Fiscal Officer
Signature: _____

Pages Copied: _____ @ \$ 0.10 / pg = _____

CDs Made: _____ @ \$1.00 / each = _____

Total: _____

Date Records Viewed: _____

Time In: _____ Time Out: _____