

PUBLIC RECORD REQUESTS

The Village of Arlington Heights complies with Ohio law (O.R.C. 149.43) regarding access to public records. Individuals wishing to view public records may generally do so at Arlington Heights Town Hall 9 a.m. to 3 p.m. with the administrative personnel in whose custody the records are kept. Because we are a small community with a relatively small staff, it may not always be possible to review records instantaneously. Sometimes it may be necessary to assemble the public records and individual wishes to view and it may take some time, depending on the volume and complexity of the request.

Those individuals wishing to obtain copies of public records may do so. The Village will provide copies within a reasonable time after the request is received. Copies are provided at a cost of five cents per page. In order to service you better in providing access to, or copies of public records, we ask that you provide the following information:

THE COMPLETION OF THIS FORM IS COMPLETELY VOLUNTARY, AND NO PUBLIC RECORDS REQUEST WILL BE DENIED AS A RESULT OF A REQUESTER'S REFUSAL TO COMPLETE.

NAME: _____ DATE RECEIVED: _____

Address: _____

Phone: Day: _____ Night: _____

SUBJECT OF REQUEST: _____

For Office Use:

NUMBER OF COPIES: _____ @ .05 PER COPY (after first 20 copies) –
TOTAL CHARGE: _____

DATE RESPONDED TO: Call: _____

Fax: _____

Mailed: _____

Completed by: _____ Hours spent on request: _____

Picked up by (Print Name): _____

Signature at time of pick-up: _____ Date: _____

REVIEW REQUESTS:

Time in: _____ Time Out: _____

Signature of Requester: _____

Attendant Signature: _____