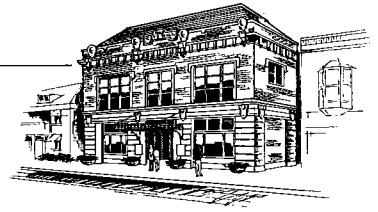


Village of Loudonville

156 North Water Street
PO Box 150
Loudonville, Ohio 44842
Phone: (419) 994-3214
Fax: (419) 994-3213



Public Records Request & Acknowledgement Form

While not mandatory, completion of this form 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: _____ Request via: _____

As specifically as possible, please describe what records you want to review. Please print:

The Village of Loudonville provides photocopies of public records at a cost of five cents per page. Mailing charges are assessed at actual cost. There is no charge to inspect records while in the Loudonville Village Municipal Building. Please check your preference below:

- _____ I would like to inspect these records in the building when they are ready.
- _____ I would like these records copied, and I will pick them up when ready.
- _____ I would like these records copied and mailed to me at the address on this form.

The Village received this request on: _____ via _____.

Name of Village employees handling request

Date request completed