

PUBLIC RECORDS REQUEST FORM

Section One

Completing Section One of this form is not necessary in order to inspect the public records of Cuyahoga Arts and Culture, although it will expedite your request.

Requestor _____ Date of Request _____

Business _____ Phone _____

Address _____

Email _____

Section Two

Description of Data Requested

I hereby request the following records of Cuyahoga Arts and Culture. *Please specify the records you are requesting, e.g. specific correspondence, reports, Board meeting proceedings or other documents, along with the approximate dates of these records.*

_____ **COPY** I request copies of the requested records. I understand that I must pay in advance for the cost of the copies.

_____ **PICK UP** I will pick up the copies of the records I have requested.

_____ **MAIL** I understand that I must pay the cost of mailing the requested records in advance of CAC mailing them to me. The records will be mailed to the address indicated above.

_____ **E-Mail** I would like a PDF of the requested document if available. (select an alternate choice in the event it is not possible to receive an electronic copy of the requested documents.)

_____ **IN PERSON REVIEW** I do not want copies. I will call CAC to schedule time to review the requested records at CAC's office.

Section Three

In making this request, I understand that:

- Cuyahoga Arts and Culture is under no obligation to create a document that does not already exist.
- Items expressly confidential under law will not be disclosed.
- Cuyahoga Arts and Culture will provide the requested records as promptly as reasonably possible.
- I do not have to identify myself or provide the reasons I am requesting the records.

Signature of Requestor

FOR CAC USE ONLY

Date Received _____ Received by _____

Description of record/s
released/reviewed _____

Date record released/reviewed _____ Fee \$ _____