

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 & 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 & 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.

_____ **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 & 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 & 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 \$ _____