



Village of Morristown

201 W. Cross Street ■ Box 241 ■ Morristown, OH 43759 ■ Phone: 740-782-1551 Fax: 740-782-1820

RECORD REQUEST

The Public Records Law (Ohio Revised Code 149.43) generally requires public offices to make public records available to the public for their inspection at reasonable times. The Village of Morristown will make records available upon request within a reasonable period of time and make copies available at cost.

Please complete this informational form to initiate a request to inspect or have copies made. This form is not mandatory. You are not required to make a written request, but this form will help us fulfill your request in a timely manner. You may make a verbal request at 740-782-1551.

Name _____

Address _____

Email _____

Telephone _____

Date of Request _____

Please describe in detail the records you wish to review:

How will you view the records?

Inspect the records in person

Mail copies to the address above

Potential costs:

.25 per paper copy (effective October 1, 2017) djw

Mailing costs may vary depending upon size and postal rate



Village of Morristown Public Request Receipt Form

Date Request Received _____ Initials of Receiving Clerk: _____

Date of Delivery of Public Records for Inspection _____

Date of Delivery of Copied Public Records: _____

Number of Pages Copied: _____ at _____ per copy

Total Charges for Pages Copied: _____ Paid: Yes or No (Circle One)

Signature of Records Clerk: _____