



"Countryside Living"

Chester Township

Founded 1801

12701 CHILlicoTHE ROAD CHESTERLAND, OHIO 44026

(440) 729-7058

FAX (440) 729-3679

FISCAL OFFICER
Karen M.N. Austin, CPA

BOARD OF TRUSTEES
Clay Lawrence
Judith Caputo
Michael J. Joyce

REQUEST FOR PUBLIC RECORDS

ORC 149.43 (B)

DATE OF REQUEST: _____ TELEPHONE: _____

NAME: _____

ADDRESS: _____

Specific Documents Requested:

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____
- 7) _____

please list any additional requested items on the reverse side of this document.

Cost of Copies Requested: \$ _____

Signature of Person Requesting Documents: _____

Date called for pickup: _____ Date picked up by requestor: _____

Request Received By: _____

Signature of Fiscal Officer: _____

ORC 149.43 (B) reads in part: "All public records shall be promptly prepared and made available for inspection to any person at all reasonable times during regular business hours. Upon request, a person responsible for public records shall make copies at cost within a "reasonable period of time". (Emphasis Added.)