

PUBLIC RELATIONS MARIE DUNN

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PUBLIC RECORDS REQUEST FORM

To better facilitate public records requests, the City of Perrysburg has implemented the use of this Public Records Request Form. While not mandatory, the use of this form assists in providing an accurate response to the request within a reasonable time period.

Requestor Information

Name _____ Date _____

Email _____

Public Records Request Information

Sender(s) _____

Recipient(s) _____

Date Range _____

Keyword(s) or Description of Request

Please note the difference in Boolean operators (AND, OR, and NOT) when making the request.

FOR OFFICE USE ONLY

Request Completed By _____ Date _____

Request Completed By _____ Date _____