

City of Norton  
**REQUEST FOR INSPECTION OF PUBLIC RECORD**

**GENERAL INFORMATION:** *Your completion of this form is not mandatory by law.* It is suggested in order to better understand and facilitate your request—and do so in a reasonable period of time. The City of Norton employee complying with your records request is not necessarily the employee who will receive this form from you.

Permanent records of the City furnished for inspection purposes may not be removed from the department or office where such records are stored. In accordance with **Ohio Revised Code 149.43**, the City will charge you a fee for a copy of any record.

*This form is used for an inspection of City records not readily available.* The form should be completed and presented to the **Administrative Officer, 4060 Columbia Woods Drive, Norton, Ohio 44203**. Your request will then be directed to the appropriate Department Head or Director and your request will be promptly prepared. Your request's completion is subject to time available during the regularly scheduled workday. When ready, you will be notified.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Representing: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Other Contact Info: \_\_\_\_\_

Declined to furnish above information

**PUBLIC RECORDS REQUESTED FOR INSPECTION:** Please be as specific as possible. Because of the diffuse nature of some City records, we cannot accept broad requests for “*all records*,” or similar unclear language. By making your request specific, you will help us locate it as quickly as possible. Your request may take some time to research, locate and make available.

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