

CITY OF YOUNGSTOWN PUBLIC RECORDS REQUEST FORM

Please Print Clearly

Date:	
Requestor's Name:	
Company:	
Address:	
City, State, Zip:	
Telephone Number:	
Fax Number:	
E-Mail Address:	

The City of Youngstown provides this form to manage the public records request process more efficiently and to enhance the ability to reply by helping to avoid delays and confusion. The availability of public records is **not** limited by or conditioned on completion of this form. A written request for records is **not** mandatory and you may decline to identify yourself. If you do not want to make a written request or do not want to reveal your identity, please call the appropriate City office, department, or division. If you choose to use this form, please provide specific details about what you want, including timeframes, locations, and other relevant information. Please note there is a charge of \$75.00 per hour for preparing video requests, up to \$750.00 total, which must be paid **before** the City begins to process a video record for inspection or production. You may write on the back of this form if necessary. Thank you.