



**CITY OF LANCASTER, OHIO**  
Office of the Law Director & City Prosecutor  
**Stephanie L. Hall**

City of Lancaster

Public Records Request Form

A. Date \_\_\_\_\_

B. Name of person requesting information \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Contact phone no. (\_\_\_\_) \_\_\_\_\_

C. Please state specifically what information you are requesting to inspect

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D. Do you wish to obtain a copy of the above records? Yes  No

E. Costs:

1. Public records copies are provided at cost of ten cents (\$0.10) a page. Some engineering maps are more than ten cents (\$0.10). Other mediums such as DVD, where available, may be a different charge.

2. The City may ask for prepayment for request.

F. Disclaimer:

1. You are not required to fill out this written request although it can often clarify and expedite the release of information.

2. The City can deny a request which is overly broad.