

VILLAGE OF HOLLAND
REQUEST FOR PUBLIC RECORDS

The Village of Holland, Ohio, will make available for inspection, and/or copying, all public records not exempt by law from disclosure. In order to facilitate the processing of your request we ask that you voluntarily complete this form.

Name:		Date:	
Address:			
City / State:		Zip:	
Email:		Phone:	

Specific record(s) requested: _____

Check One:

_____ I wish to inspect the records at a reasonable time during normal business hours. There is no charge to view a public record.

_____ I will pick up the record copies. I will be charged for the record copies at a cost currently set at \$.05 per paper copy or \$1 per CD/DVD. This charge must be paid before the records will be released.

_____ I would like the records mailed to the address set forth above. I understand that the Village of Holland is under no legal obligation to mail the records and may require that the records be picked up. I will be charged for record copies, currently set at \$.05 per paper copy or \$1 per CD/DVD plus the cost of postage and mailing supplies. All costs must be prepaid before the records will be mailed.

*****BELOW FOR OFFICE USE ONLY*****

Received by: _____ Date _____ Time _____

Comments _____

Records request completed by: _____ Date _____ Time: _____

The requested records were (check all that apply)		
	Inspected on:	In the presence of:
	Notified available for pickup on:	By:
	Picked up on:	From:
	Mailed on:	By:
	Not provided – record does not exist.	By:
	Not provided – exempt from disclosure under ORC. List exemption reason:	By:

If costs were involved, they were for (itemize all that apply):			
Quantity	Description	Cost	
	Copies at \$0.05 each		
	CD / DVD disk at \$1 each		
	Mailing supplies		
	Postage		
	Total Costs		Receipt no.