

VILLAGE OF LOCKLAND
PUBLIC RECORD REQUEST

The Village of Lockland complies with Ohio law (O.R.C. 149.43), regarding access to public records. Individuals wishing to view public records may generally do so at Lockland Village Hall during the normal working hours of the administrative personnel in whose custody the records are kept. Because we are a small community with a relatively small staff it may not always be possible to view records instantaneously. Sometimes, it is necessary to assemble the public records an individual wishes to view and it may take some time, depending on the volume and complexity of the request.

Those individuals wishing to obtain copies of public records may do so. The Village will provide copies within a reasonable time after the request is received. Copies are provided at a cost of 05 cents per page. In order to serve you better in providing access to, or copies of public records, we ask that you provide the following information:

Name: _____ Date: _____

Address: _____

Phone: Day _____ Night _____

I would like to obtain copies of the following public records: _____

I would like to review the following records: _____

FOR OFFICE USE ONLY

Date request received: _____ Date records made available for viewing: _____

Request received by: _____ Viewing witnessed by _____

Date copies provided: _____