



Public Records Request Form

Public Record Information

The City of Centerville is pleased to provide the public with any public records not exempted from disclosure by law. You are not legally required to complete a written request for a public record, but filling out a written request enhances our ability to identify, locate and deliver the requested public record(s).

Please use the space below to legibly print a clear description of the particular record(s) you wish to receive. Be sure to include a timeframe during which the record was created (for example: 2014-2015). If the request is unclear or too broad, we may be unable to fulfill your request.

Requestor Information

If you provide your name, address, telephone number and email address, the City can fulfill your request more efficiently. This is not a legal requirement, and the City will make the record(s) available without such identification; however, we would appreciate having the information below.

Name and address: _____

Phone number: _____

Email address: _____

Requesting electronic copies

Requesting paper copies

Cost Information

If fewer than 20 pages of copy are requested, no fee will be charged. If the request exceeds 20 pages, the fee will be \$0.05 for each page copied.

Signature: _____

Date Signed: _____