

Village of West Lafayette, Ohio
Public Records Request
Form RC 100

The Village of West Lafayette, Ohio government belongs to the citizens of Coshocton County. We Conduct our government activites in the open, and we are proud of our strong commitment to this important principle of democracy.

While not mandatory, if you fill out this form it will help us provide the public records you are requesting in a more timely fashion.

Name of Requestor	
Street Address	City, State Zip

Phone number	Today's Date
--------------	--------------

With as much specificity as possible, please describe what records you want.
PLEASE PRINT.

Village of West Lafayette, Ohio provides photocopies of public records according to the following schedule: 9 copies or less - no charge. 10 copies or more 10 cents each. **All request require advance payment.** Mailing charges are assessed at actual cost. There is no charge to inspect records while in Village's office. Please check your preference below.

- I would like to inspect these records in the office when they are ready.
- I would like these records copied, and I will pick them up when they are ready.
- I would like these records copied and mailed to me at the address on this form.
- I would like these records faxed or emailed.
- Other

Name of Village of West Lafayette employee handling request:	Date request was complete:
--	----------------------------

Notes: