



419.666.0210  
419.661.4279 fax  
www.rossfordohio.com

### CITY OF ROSSFORD PUBLIC RECORDS REQUEST

**\*\*Note to Requester:** Retain a copy of this request for your files. If you eventually need to file a Request for Review with the Court of Claims, you will need to submit a copy of your public

**Date Requested:** \_\_\_\_\_

**Request Submitted By: (Please provide enough contact information so that your request can be delivered)**

Name of Requester (optional): \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/County/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email : \_\_\_\_\_

Fax: \_\_\_\_\_

**Information Requested:**

Please describe in detail the information you are requesting. Be as specific as possible:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date Range of Records Requested, if known:** \_\_\_\_\_ - \_\_\_\_\_

**Format Requested:**

Paper

Electronic

Other, please describe: \_\_\_\_\_

**Requested Method of Delivery:**

Email

Pickup in Person

Mail

CD

Fax

Other, please describe: \_\_\_\_\_

City of Rossford Public Records Request forms can be submitted via dropped off in-person, fax, mail or emailed to:  
**admin@rossfordohio.com**

**ASSIGNED TRACKING NUMBER:** \_\_\_\_\_