



# MEDINA COUNTY ENGINEER

## Public Records Request Form

791 W. Smith Road, Medina, Ohio 44256  
(330) 723-9561 (phone)

mcepublicrecords@medinaco.org

The Medina County, Ohio government belongs to the citizens of Medina County. We conduct our government activities 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 to review. PLEASE PRINT.

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Medina County, Ohio provides photocopies of public records according to the posted public records/copies costs schedule. All requests require advance payment. Mailing charges are assessed at actual cost. There is no charge to inspect records while in Medina County buildings. Please check your preference below.

- I would like to inspect these records in the building when they are ready.
- I would like these records copies, 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.

Name of Medina County employee handling request:

Date Request Completed:

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