

# GUILFORD TOWNSHIP PUBLIC RECORDS REQUEST

Guilford Township • 3800 Greenwich Rd. • Seville, OH 44256  
Phone (330) 769-1929 • RecordsRequests@Guilfordtwpoh.us • Fax (330) 769 -1929

**Date of request:** \_\_\_\_\_

**Description of records requested:**

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**Desired format** (paper, electronic): \_\_\_\_\_

**Delivery method** (in person, email, standard mail): \_\_\_\_\_

*Note that there is a charge of 5 cents per page for paper copies and requests for documents to be mailed may be charged the cost of postage and mailing supplies. There is no charge for documents (if available) to be emailed.*

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

**Address** (required for mail): \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Phone** (optional): \_\_\_\_\_

**Email** (required for email): \_\_\_\_\_

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## FOR OFFICE USE:

**Date Received:** \_\_\_\_\_

**Name of Person Fulfilling Request:** \_\_\_\_\_

**Date of Response:** \_\_\_\_\_

**Log #:** \_\_\_\_\_