



Village of Cuyahoga Heights-Finance Office

Public Records Request

SEND BY MAIL TO:

Assistant Clerk, Angel Meriwether
4863 E.71st Street, Cuyahoga Heights, Ohio 44125

SEND BY EMAIL TO:

A.Meriwether@cuyahogaheights.com

RETURN IN PERSON

4863 E.71st Street, Cuyahoga Heights, Ohio 44125

Office Hours: Mon-Fri 8:00am-12:00pm and 1:00pm-4:30pm

For Office Use Only

Date Request Received: _____

Date Records Delivered: _____

PUBLIC RECORDS REQUEST

Date of Request: _____

Requestor's Information: *(Optional)*

Name:

Address:

Phone:

Email:

City/State/Zip:

Records Requested:

Requested Delivery: Mail Copy Email Copy Fax Copy Pickup Copy

Ohio law provides that public records, except certain statutory exceptions, must be available at reasonable times during regular business hours. Upon request, the Village of Cuyahoga Heights is afforded a reasonable period of time to assemble and organize these records, and have an attorney review each request before it is released. If any requested records are exempt from disclosure, the records or parts thereof, will be withheld or redacted, and you will be provided with a statement of the legal basis for such action.