

INTERNAL REQUEST



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](mailto: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.