



400 Tuscarawas Street East, Canton, Ohio 44702-1131

Phone: (330) 454-8051 Fax: (330) 454-8065 Relay 1-800-750-0750 Web: www.starkmha.org

PUBLIC RECORDS REQUEST FORM

In accordance with Ohio Revised Code 149.43, Stark Metropolitan Housing Authority must prepare promptly all public records and make them available for inspection to any person at all reasonable times during regular business hours. In addition, a public office or person responsible for public records shall make copies of the requested public record available at cost and within a reasonable period of time.

Under Public Records Law requestors are not required to make a written request or reveal their identity. If you want to make a verbal request, please contact 330-454-8051.

Name of Requester: _____

Street Address: _____

Phone: _____

Email: _____

Preferred Method of Receipt (please choose one): _____Mail _____Email _____Pickup

Public Records Requested: (Please describe in sufficient detail so that we can accurately compile the Public Records that satisfy the request including any dates, time frames, project names, etc. Please attach any additional pages as necessary.)

FOR STARK METROPOLITAN HOUSING AUTHORITY USE ONLY

Date Request Received: _____ **Name of Receiving Staff:** _____

Date of Delivery of Records: _____ **Method of Delivery:** _____

Total Charges: _____ at .15 per copy, \$1.00 per CD, or \$5.00 per thumb drive

Paid: Yes or No (Circle One)