City of Warren, Ohio Public Records Request Form

The City of Warren provides this form to manage the public records request process more efficiently. The availability of public records is not limited by, or conditioned upon, completion of this form. A written request for records is not mandatory and you may decline to identify yourself. If you do not want to make a written request, or do not want to reveal your identity, please call the appropriate City department. The requestor may be asked for their name, contact information, and purpose of the request. The requestor is only required to provide enough information to be contacted if clarification is needed or for the production of records. If you choose to use this form, please identify records with sufficient clarity to allow the public office to identify, retrieve, and review the records. You may write on the back of this form if necessary. Thank you.

Date of request: _____ Request received by: _____

Name of requestor: _____

Address: _____

Phone: _____Email: _____

Request submitted by: Email Phone U.S. Mail In-Person

Method of production:

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Records requested:

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