



1400 Lytle Road
Waynesville, OH 45068

www.villageofwaynesville.org
Phone 513-897-8015
Fax 513-897-2015

REQUEST FOR RECORDS

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (Day) _____ (Evening) _____

Email: _____

Department or Organization: _____

1. Record(s) Requested: _____

2. Pick up Record(s): _____ Mail Record(s): (Add'l postage fee) _____ Email: _____

3. Desired Media*: Paper (8 1/2" x 11"): _____ Paper (8 1/2" x 14"): _____

USB Drive: _____ PDF (emailed) _____

**Available media varies from record to record. Records are available only on the media types created through the normal operations of the Village of Waynesville. Paper records are, therefore, not always available electronically. Records are available at the cost assigned to each media type per the current Schedule of Fees and Charges. Prepayment is required for large requests. Should you have any questions or concerns, please contact the Clerk of Council at (513) 897-8015.*

Signature: _____ Date: _____

OFFICE USE ONLY

Date & Time Request: _____ Prepaid: Yes/No Amount Due: \$ _____

Date & Time Request Made Available: _____ Receipt No.: _____

Date & Time Picked Up, Mailed, or Emailed: _____ Initials: _____