



CITY OF GAHANNA

Council office - Public Records
200 S. Hamilton Road
Gahanna, Ohio 43230
Phone: (614) 342-4090
Email: records@gahanna.gov

PUBLIC RECORDS REQUEST

The City of Gahanna is dedicated to providing the highest quality customer service in accordance with Ohio's Public Records Act. *Your request is not required to be in writing, nor is it required that your name or intended use of the requested records be disclosed.* The information contained on this form is solely intended to enhance our ability to respond to your request in a timely manner and to accurately identify the information being requested.

To be completed by employee if not completed by the requester based on nature or form of the request.

*Name of Requester _____		Today's Date _____
Street Address _____	City, State, ZIP _____	
Phone Numbers (please indicate type) _____	E-mail Address _____	
INFORMATION REQUESTED: <i>Please be specific.</i> Records sought must be identified with sufficient clarity in order to allow the City of Gahanna to identify, retrieve and review the records. The records administrator is available to assist by advising you of the manner in which records are kept. Please Print. Relevant Date(s) _____ Record(s) Requested _____ 		
Request No. _____	INTERNAL USE ONLY	Dept. MY CN CA CT DV EN EO FN HR IT PD PR SV
Date Requester Acknowledged _____ by: _____		via: _____
		<small>(Employee Name, Title)</small>
		<small>(Phone #, mail, e-mail)</small>
Date Response Sent or Inspected (Circle one) _____		
Number of paper copies _____	@ \$ _____	per page
Other Media _____	@ \$ _____	each
Postage & Mailer _____	@ \$ _____	per page
TOTAL COST	\$ _____	Payment Received: _____ <small>(Fcg)</small>

Police Records: please contact Katey Powell, Records Administrator for the Gahanna Police Department by email: katey.powell@gahanna.gov or phone: 614.342.4232

PRINT FORM

SUBMIT FORM