

**City of Worthington  
Records Request**

Name (written): \_\_\_\_\_

Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Information Requested (please be as detailed as possible; include names, dates, subjects, meeting dates, resolution and ordinance numbers, project names, etc.):

\_\_\_\_\_  
\_\_\_\_\_

*Note: If a deposit is required, no work will begin on the request until the deposit is received*

I acknowledge the following:

The City of Worthington staff should not be expected to abandon or neglect their regular public duties to comply with copy requests and thus need sufficient time to make and deliver any requested copies. If the requested material potentially contains confidential information or is otherwise exempt from disclosure, additional time may be required for review and possible redacting of the material. All requests will be processed in accordance with applicable procedures and rules.

I understand there is a research fee for any open records information requested. Any time over 10- minutes will be billed in 15-minute increments at the City Clerks normal hourly wage. Any bills from third parties in connection with the fulfillment of any records request will be billed to the requestor in addition to copy/printed pages which are bill at .25¢/page (in which each side constitutes a separate page), color printed pages which are billed at .50¢/page, laminate pages which are billed at .75¢/page, and any incurred postage charges.

Requests will be honored within a 20-working calendar day period, depending upon the requested materials.

If you would like to pick up the information requested and the invoice, please provide a date and time at which you will collect or note that you would like the material mailed to you:

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date