

City of Worthington Records Request

Name (written): _____

Phone: _____

Information Requested: _____

I understand there is a research fee for any open records information requested. Per Resolution #08-01 *A Resolution to Approve Photocopy and Research Charges*, a \$5.00 minimum charge will be imposed after the first five minutes up to one half-hour of research. Any time over one half-hour will be charged at one- and one-half times the City Clerks normal hourly wage plus any additional expenses incurred by the city (per page printed is .25¢, copy .25¢, laminate .50¢).

Requests will be honored within a two-week period.

If you would like the information requested and the invoice mailed to you, please provide your address below:

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

Signature

Date