

**WELCOME TO  
GREENVILLE, OHIO**

**PUBLIC INFORMATION REQUEST FORM**

The City of Greenville acknowledges that it maintains many records that are used in the administration and operation of the City. The records maintained by the City and the ability to access them are a means to provide trust between the public and the City of Greenville. The City maintains its records in a manner which allows the City to provide the general public prompt inspection of the City's public records and copies of these records, within a reasonable amount of time during its regular business hours from 8:00 a.m. to 4:30 p.m. Monday-Thursday, and 8:00 a.m. to 1:00 p.m. Friday. The City of Greenville has a public records policy and a schedule of Records Retention (RC-2). If you cannot find either of these documents, please consult with one of our employees, and they will provide you with a copy.

**First Name**

**Last Name**

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**Address 1**

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**Address 2**

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**City**

**State**

**Zip**

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**Phone Number**

**Email Address**

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**Records\***

Please describe the public records you wish to receive. In order to expedite the search for the records, please be as specific as possible.

**Department\***

Police

Clerk

Finance

Building

Community Development

Other

Public Works

Administration

The City provides photo copies of public records for \$0.05 each. All requests require advance payment. Mailing charges are assessed at actual cost. There is no charge to inspect records while in the City building. There is no charge to receive records electronically via email, file size permitting.