

**CITY OF TIFFIN  
CITY CLERK'S OFFICE  
PUBLIC RECORDS REQUEST FORM**

**Date of Request:** \_\_\_\_\_

**Name of Requester:** \_\_\_\_\_

**Contact Information:** \_\_\_\_\_

**REQUEST (Please describe the record(s) you are requesting, the number and type of copies you would like, and the delivery method you prefer):** \_\_\_\_\_

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| <p><b><u>Please review the following attachments:</u></b></p> <ol style="list-style-type: none"> <li><b>1. Fee Schedule for information about the cost of copies, postage, faxes, and other fees.</b></li> <li><b>2. Resolution 2013- 027 for information about the adoption of Tiffin's Public Records Policy.</b></li> </ol> |
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**(FOR OFFICE USE ONLY)**

**Reproduction:** \_\_\_\_\_

**Postage:** \_\_\_\_\_

**Facsimile:** \_\_\_\_\_

**Search and Retrieval:** \_\_\_\_\_

**Supervision:** \_\_\_\_\_

**Attorney Review:** \_\_\_\_\_

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**ATTACHMENT 1 – FEE SCHEDULE**

1. Reproduction:

a. Photocopy	\$0.15 per page
b. Microfilm	\$0.50 per page
c. Large document copy (e.g. plat)	\$1.50 per page
d. Audio tape/diskette/CD of meeting	\$3.50 each
e. DVD-R	\$15.00 each

2. Postage:

--The charge for mailing requested copies shall be the actual cost of the postage.

3. Facsimile:

--The charge of a facsimile transmission of requested copies shall be \$0.25 per page.

4. Search and Retrieval:

--There is no charge for the first fifteen (15) minutes of staff searching for and retrieving records.

--Retrievals lasting longer than fifteen (15) minutes are assessed in quarter-hour intervals at the rate of \$5.00 per quarter hour.

5. Supervisory Fee:

--There is no charge for the first fifteen (15) minutes of staff supervising the examination and copying of requested records.

--Supervision lasting longer than fifteen (15) minutes is assessed in quarter-hour intervals at the rate of \$5.00 per quarter hour.

6. City Attorney Review Fee:

--A city attorney may be consulted to determine whether confidential documents are included in a Public Records Request.

--Attorneys fees are assessed in quarter-hour intervals, based on the hourly rate of the reviewing attorney.