

# VILLAGE OF MAGNOLIA

328 N MAIN ST · PO BOX 297

MAGNOLIA, OHIO 44643

(330) 866-9434

## Public Records Request

**Robert Leach**  
Mayor  
(330) 866-2620

**Jeffrey Hager**  
Chief of Police  
(330) 866-9434

**Lorrie Clevenger**  
Clerk  
(330) 866-2620

The Village of Magnolia, Ohio government belongs to the citizens of The Village of Magnolia. We conduct our government activities in the open, and we are proud of our strong commitment to this important principle of democracy.

**While not mandatory, if you fill out this form it will help us provide the public records you are requesting in a more timely fashion.**

Name of Requestor	
Street Address	City, State, Zip
Phone Number	Today's Date
With as much specificity as possible, please describe what records you wish to review. (PLEASE PRINT)	
<p>The Village of Magnolia, Ohio provides photocopies of public records according to the following schedule: .06 cents (six cents) per copy, CD's .30 cents (thirty cents) per disc, VHS tapes \$1.00 (one dollar) per copy. Certified mailing charges are assessed at actual cost. There is no charge to inspect records while in The Village of Magnolia Hall / Police Department. Please indicate your preference below.</p> <p>I would like to inspect these records in the building when they are ready.</p> <p>I would like these records copied on the media of storage, and I will pick them up when they are ready.</p> <p>I would like these records copied and mailed to me at the address on this form.</p>	
Name of Village of Magnolia employee handling request	Date request was completed