



**CITY OF CLEVELAND**  
Mayor Frank G. Jackson

# City of Cleveland Public Records Request

**Public Records Section**  
Department of Law  
601 Lakeside Ave., Room 106  
Cleveland, OH 44114-1077  
P: 216.664.2772 F: 216.420.8560

**INSTRUCTIONS:** You can type directly on this form or print it out and fill it in by hand. If filling in by hand, please print clearly. For questions and information, call the phone number above. Send the form to the address above, Attn: Kim L. Roberson, via fax at the above fax number or via email to [publicrecords@city.cleveland.oh.us](mailto:publicrecords@city.cleveland.oh.us).

REQUEST DATE	REQUESTOR'S NAME	COMPANY NAME (IF APPLICABLE)		
STREET ADDRESS		CITY	STATE	ZIP
PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS		

Please provide specific details about what you want, including time frame, locations, etc. (if applicable). Although the Public Records Law does not require your request to be in writing, this will avoid delays and confusion. Thank you.