

Lorain Port Authority Public Records Request Form

Number: _____

It is within your rights to not:

Disclose your identity to the Lorain Port Authority when you request records (you will be given a "public records request number" which we will use to track our communications with you and our response(s) to your request);

Provide our office with a written request; and

Provide a reason why you have requested these records.

However, if you choose to put your request in writing, it would enhance our ability to identify, locate, or deliver the records sought.

To: Attn: Tom Brown, Executive Director
Lorain Port Authority
319 Black River Lane
Lorain, OH 44052
(440) 204-2269

Optional

Name: _____

Address: _____

Phone: _____

Email: _____

Request date: _____ Date received: _____ Employee: _____

Record(s) requested: _____

For Office Use Only

Possible delays: ___ Legal Review ___ Redactions ___ Location ___ Volume of Request ___ Payment

___ Other: _____

Response date: _____ Employee: _____ Medium Used: _____

Check all that apply: ___ Copy of Response ___ Redaction ___ Exemption

Notes: _____