



VILLAGE OF FARMERSVILLE

117 E. WALNUT STREET 45325  
937-696-2020 (office) 937-696-2996 (fax)

The Village of Farmersville is pleased to provide the public with any public records not exempted from disclosure by law.

Name of Public Official Receiving Request: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Date Fulfilled: \_\_\_\_\_

Request Submitted By: \_\_\_\_\_ E-Mail \_\_\_\_\_ U.S. Mail \_\_\_\_\_ Fax \_\_\_\_\_ In Person

**REQUESTOR INFORMATION:**

If you provide us with your name, address, and telephone number, then the Village can fulfill the request more efficiently. This is not a legal requirement, and the Village will make the records available without such identification; however, we would appreciate if you would provide the requested information in the space below.

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

Street Address: \_\_\_\_\_

City/State/County/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Records Requested: Please use the space below to legibly print a clear description or identification of the particular records you wish to receive. Be sure to include a timeframe during which the record was created, for example, 1999-2000. If the request is unclear or too broad, then we may be unable to provide you with the records.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you want copies of the documents? YES -or- NO Circle One

Do you want Electronic Copies or Paper Copies? Circle One

If you want Electronic Copies, in what format? \_\_\_\_\_

The Village of Farmersville charges \$0.05 per page (letter or legal size) for black and white copies and \$.10 per page for color copies of public records. Additional charges will apply for, larger size copies, and CD's or DVD's. These fees cover copying costs. You will also be responsible for expenses such as delivery, postage, and any other costs related to the delivery or transmission of the records.

I agree to pay the costs and expenses of fulfilling this Public Records Request as specified above.

\_\_\_\_\_  
[Signature of Requestor]

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
[Date]