

Public Records Request Form

The Greater Cleveland Regional Transit Authority provides this form to manage the public records request process. The information requested on this form is intended for the sole purpose of improving our ability to respond to your request in a timely and reasonable manner. You are not required to use this form to make a public records request. Requesters are not required to make a written request or reveal their identity. If you would prefer to make a verbal request please call 216-350-5131.

Date:	
Requester's Name:	
Company:	
Address:	
City, State, Zip:	
Telephone No.:	
Fax No.:	
Email Address:	

Please list as specifically as possible the public records you are requesting. Feel free to attach additional pages if necessary.

Type of Record(s) requested: _____

Relevant Date(s): _____

Relevant Time of Day (estimated) (i.e., between ____ and _____): _____

Description: _____

Please indicate how you would like the documents transmitted to you.

Mail

Fax

Email

Pickup at GCRTA Main Office, 1240
West 6th Street, Cleveland, OH 44113

The Authority may charge for the cost of making copies and mailing records. A fee schedule appears in the Public Records Policy.

Please send the completed form to: publicrecords@gcrta.org; Attn: Public Records, GCRTA Legal Department, 1240 West 6th Street, Cleveland, OH 44113, or Fax to 216-350-5296.