



1-888-LAKETRAN | www.laketran.com

555 Lakeshore Blvd. Painesville Twp., OH 44077

Laketran Public Records Request Form

Laketran is a political subdivision of the State of Ohio, organized under O.R.C. 306. As a public entity, Laketran is required to maintain a public records program under the O.R.C 149.43. 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 440-350-1000.

Date of Request: _____

Name of Requester: _____

Address: _____

City: _____

Zip: _____

Phone: _____

Email: _____

Description of Records:

Desired Format (paper, electronic, etc.): _____

Method of Delivery (in-person, mail, email, etc): _____

Requests can be sent via email to vmessenger@laketran.com, or delivered in-person or mailed to Attn: Vicki Messenger, 555 Lakeshore Boulevard, Painesville Twp., OH 44077

INTERNAL ONLY
Public Records Request #: _____