Village of Wayne Lakes

1052 Main Drive
Greenville, OH 45331
Phone: 937-459-4111

Public Records Request

Record(s) Requested:____

Name of Requester:____________________________Phone No.:________________Date Requested:_____

The Village of Wayne Lakes processes public records requests in accordance with Ohio Revised Code 149.43. Records will be made available promptly and within a reasonable period of time, depending on the volume and nature of the request. Some requests may require additional time for legal review or redaction.

Village of Wayne Lakes Response:

{ } The records you requested are attached. Number of copies__x .05 Cents = $________.

{ } As requested, no such records exist or your request is too broad. Please be more specific in your request.

{ } The record you have requested is exempt from disclosure under Ohio law. Please see the attached explanation.

{ } We do not have the record you have requested.
Explanation:____
____
____

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For Village use:

Received By:____Date:__________________________

Signature: ____Title:__________________________

Amount Due:____________________Payment Date:__________________Receipt No.:_______________

Additional Notes:____

ORC Section 149.43

Approved: 09/02/2025
Updated: 3/5/2026