

### **Procedure for Requesting Township Public Records:**

In accordance with the Ohio Public Records Law, Monclova Township must make available all public documents. The audio records of public meetings are available to anyone who requests to listen to/or copy these tapes.

#### **Monclova Township's procedure for requesting written public record:**

1. The Township Administrative Office will provide a form for making requests regarding public records. Should the requester refuse to fill the form out, township staff should do so on their behalf. Name, company, etc. is optional., however some information may be necessary to forward documents.
2. Three business days will be given to the Fiscal Officer and/or Administrative Staff to fulfill all reasonable requests (referring to the amount of data requested).
3. An appointment with township personnel will be made to transfer documents to the person(s) making the request, at which time fees, if applicable, will be due. See fee schedule. The appointment must be within the parameters of the township employees' scheduled hours or other arrangements should be made.

#### **Monclova Township's procedure to listen and/or make copies of taped meeting is as follows:**

1. Requests for public records will be submitted on an appropriate township form or in writing by requestor. We request that name, etc. is indicated, however this is not mandated.
2. Three business days will be given to the Fiscal Officer and/or Administrative Staff to fulfill all reasonable requests (referring to the amount of data requested).
3. An appointment with township personnel will be made to transfer records to the person(s) requesting public records, at which time fees, if applicable will be due. See fee schedule. Appointment must be within the parameters of the township employees' scheduled hours or other arrangements should be made.
4. Audio records are made available to the public in two different forms:  
Monclova Township's audio records are taped at half speed. The township will provide the playback device to listen to tapes. This device will be secured and will be strictly operated by township personnel. The person(s) requesting to listen/copy audiotapes can choose to 1.) operate their own tape machine and utilize their own tape(s) to re-record the audio at normal speed at the Township Administrative Offices, or 2.) See fee schedule for charge of copies of taped meetings.

Requests for alterations to the above policy should be requested of the Fiscal Officer, Township Administrator or the Monclova Township Board of Trustees.

Should you have any questions as to what constitutes public record, please consult Ohio Revised Code.

Should you have any questions regarding this policy, please contact the Monclova Township Fiscal Officer at the Administrative Offices at (419) 865-7862, extension 13.