

MONCLOVA TOWNSHIP REQUEST FORM FOR PUBLIC RECORDS *

REQUEST RECEIVED BY MONCLOVA TOWNSHIP ON: _____ (DATE)

INDICATION FROM TWP. PERSONNEL RE: PICK UP DATE: _____

NAME (optional): _____

COMPANY/BUSINESS, IF APPLICABLE (optional): _____

ADDRESS (optional): _____

CITY (optional): _____ STATE: _____ ZIP: _____

TELEPHONE NUMBER (optional): _____ FAX, IF AVAILABLE: _____

A source of contact is requested

MATERIAL REQUESTING:

PAPER DOCUMENTATION-DESCRIBE: _____

MINUTES TO PUBLIC MEETINGS: SPECIFY DATE(S) OF MEETING
 BOARD OF TRUSTEES _____
 ZONING COMMISSION _____
 BOARD OF ZONING APPEALS _____

AUDIO COPIES OF PUBLIC MEETINGS: SPECIFY DATE(S) OF MEETING
 BOARD OF TRUSTEES _____
 ZONING COMMISSION _____
 BOARD OF ZONING APPEALS _____

REQUESTING TO LISTEN TO AUDIO OF A PUBLIC HEARING AT ADMINISTRATION BUILDING, 4335 ALBON ROAD. SPECIFY MEETING AND DATE: _____
ADMINISTRATIVE PERSONNEL WILL MAKE CONTACT AND SET AN APPOINTMENT.

INFORMATION WAS PROVIDED: (check one)

- BY MAIL
- ELECTRONICALLY
- IN PERSON signature: _____
- FACSIMILE

IF COPIES ARE TO BE MADE, COMPLETE THE FOLLOWING:

AMOUNT DUE: _____ NOTIFIED REQUESTER ON: _____

DATE INFORMATION WAS PICKED UP: _____ HOW PAID: ___ cash ___ check

INDIVIDUAL THAT PICKED UP INFO (OPTIONAL TO VERIFY TRANSACTION) _____

HOW MANY PAGES WERE COPIED/PREPARED, DESCRIBE OUTPUT WORK: _____

* INFORMATION IS REQUESTED, NOT MANDATORY; TOWNSHIP PERSONNEL MAY FILL OUT FORM TO FULFILL RECORDS REQUEST DOCUMENTATION

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 the electronic media.

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. Reasonable time will be given to the Fiscal Officer and/or Administrative Staff to fulfill requests.
3. An appointment with township personnel will be made to transfer documents to the person(s) making the request. Fees and mailing costs are paid in advance; see fee schedule. The appointment must be within the parameters of the township's normal business hours or other arrangements should be made.

Monclova Township's procedure to listen and/or make copies of a recorded meeting is as follows:

1. Requests for public records will be submitted on an appropriate township form, either by the requestor or staff. We ask that name, etc. is indicated, however this is not mandated.
2. Reasonable time will be given to the Fiscal Officer and/or Administrative Staff to fulfill requests.
3. An appointment with township personnel will be made to transfer documents to the person(s) making the request. Fees and mailing costs are paid in advance; see fee schedule. The appointment must be within the parameters of the township's normal business hours or other arrangements should be made.
4. Audio records are made available to the public in the following formats:
 - a. Tape-Monclova Township's audio records *prior to 2008* 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 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 will be charged for copies of taped meetings.
 - b. Electronic audio records from 2008 to current date are available on CD or electronic transfer; see fee schedule for CD fee.

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 2013.

MONCLOVA TOWNSHIP
Fee Schedule for Copies of Public Records
Restriction on Certain Township Records

Public Records Copy Fees

Copies of Township Records, pick-up	\$ 0.05 per page ³
Copies of Township Records, mailed	\$ 0.05 per page + mailing costs
Copies of Township Records, requiring special costs	\$ 0.05 per page + special costs
Reprint of Photograph (color)	\$ 0.52 per 4 x 6 page ³
Certified Copies of Township Records	\$ 1.00 per page
Copy of Township Zoning Resolution	\$ 5.00 per book (+ \$ mailing cost)
Copy of Land Use Plan	\$ 7.65 per book ⁴
Copies of Taped Archived Meetings, recorded at half speed;	\$ 2.50 per tape
Use of Township Recording Equipment To listen to meetings or re-record meetings on requesters tape & recording device	No Charge; Appointment required
CD of information (including audio meetings)	\$ 2.00 (+ \$ mailing cost)

Costs shall be collected prior to the release of copies. Approximate costs shall be collected prior to voluminous requests being copied; adjustments collected or refunded after correct amount has been determined and prior to release. A receipt shall be provided for the collection of copy costs.

Monies shall be forwarded to Township Fiscal Officer within 24 hours of receipt.

Procedure

Only request for copies of "Public Record" shall be approved.

Requests for copies of Township public records will be made through the Fiscal Officer's Office, Township Administrator, Secretary, Zoning Administrator, Road Superintendent, or Fire Chief, as appropriate. Township records request form shall be provided and completed by person(s) requesting document or staff member.

Fees may be waived at the discretion of the Board of Trustees for copies to other governmental agencies, persons in connection with the business of the Township, or other reasons deemed appropriate by the Board of Trustees. Fees for legitimate press will be waived, at the discretion of the Board of Trustees.

Requests for medical records of persons treated or transported by the Township's Fire/Rescue Department will be denied, except as follows:

- 1) Copy provided direct to the person (patient) whose name appears on the patient report or notarized statement from the patient, authorizing the release of their records to another person,
- 2) Subpoena issued by a court of competent jurisdiction or
- 3) Where required and/or permitted in accordance with Ohio Public Records Law.