



MONCLOVA TOWNSHIP FIRE / RESCUE

4395 Albon Road Monclova, Ohio 43542

Office: 419-865-9423 Fax: 419-865-8481

www.monclovatwp.org

Fire Chief
Kevin D. Bernhard

PUBLIC RECORDS REQUEST FORM

REQUESTOR INFORMATION

NAME: _____ PHONE: _____

REPRESENTING: _____ FAX: _____

ADDRESS: _____ C/S/Z: _____

SIGNATURE: _____ DATE: _____

RECORDS REQUESTED

INCIDENT DATE: _____ TIME (if known): _____

INCIDENT LOCATION: _____

OWNER / PARTY / PATIENT NAME: _____

- Fire Incident Report Fire Investigation Report Photographs
- Fire Inspection Report EMS Patient Report Photographs (photocopies of)
- Other: _____

E.M.S. PATIENT REPORT AUTHORIZATION / RELEASE

I _____ authorize the Monclova Township Fire / Rescue Department to release copies of the E.M.S. Patient Report described above. I understand that this record contains CONFIDENTIAL PROTECTED HEALTH INFORMATION about me, and release Monclova Township, its agents and officers from any and all liability in connection with the release of this information to the above named requestor.

Original Signature of Patient

Date Signed

Notary Public

Date Signed

Copy Fees Schedule

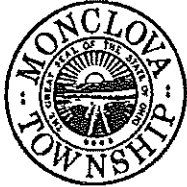
Records per copy page – picked up	\$ 0.10 per page
Records per copy page – mailed	\$ 0.10 per page + mailing costs
Records per copy page – requiring special costs	\$ 0.10 per page + special costs
Certified copies of records	\$ 1.00 per page + mailing and/or special costs
Photographs	\$ 0.52 per photograph + mailing and/or special costs

OFFICE USE ONLY

Request Rx: _____ Completed Date: _____ By: _____ Picked up: _____

Incident # _____ Copy Pages: _____ Amount Due: \$ _____

Provided By: Mail Picked up Other _____ Paid by Cash Check # _____



Monclova Township

4335 Albon Road, Monclova, Ohio 43542
419-865-7862 www.monclovatwp.org FAX 419-865-8481

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 13.

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	\$13.50 per book
Copy of Land Use Plan Map(s)	\$ 2.00 each
Copies of Taped Meetings, recorded at half speed; requires half speed transcriber	\$ 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	\$ 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.