

**MADISON TOWNSHIP
POLICE DEPARTMENT
REQUEST FOR PUBLIC RECORDS
Ohio Public Record's Act, Ohio Revised Code Section 149.43**

Name Person/Entity Requesting Documents: _____

Address: _____

City/State/Zip: _____

Phone Number: (____) _____

Date & Time of Request: ____ - ____ - ____ (AM) (PM)

Description of Information Requested: _____

Date & Time of Inspection: ____ - ____ - ____ (AM) (PM)

Date & Time of Return of Documents: ____ - ____ - ____ (AM) (PM)

Number of Copies Made: _____ @ OH1 \$4.00 = \$ _____

Number of Copies Made: _____ @ .05¢ = \$ _____
(Payment is mandatory before photocopies will be produced and released)

Date & Time Copies Released: ____ - ____ - ____ (AM) (PM)

Name of Person Releasing Documents: _____

Requests can be made during normal business hours and will be made available within a reasonable period of time, usually within 3 to 10 business days. In-house viewing of documents requires the constant presence of the custodian of records or their appointee. Trustees and department heads may be informed of the record request and employees will be informed of personnel file viewing.

Note: This written request for public records enhances our ability to identify, locate and deliver the public records that you are seeking. However, a written request is not mandatory. You may decline to reveal your identity and/or the intended use of the records requested.-ORC 149.43(b)(5)-

(request.frm)
(revised: 6/23/09)