

Receipt # _____
Yr: _____ # _____

**MADISON TOWNSHIP
REQUEST FOR PUBLIC RECORDS
ADMIN DEPARTMENT**

Ohio Public Records Act, Ohio Revised Code Section 149.43

I understand that completion of the Public Records Request Form is **NOT** required to obtain non-exempt public records. Any cost for documents will be paid in advance before records will be released. In order to give us the ability to identify, locate or deliver non-exempt public records, I voluntarily provide the following information:

Name Person/Entity Requesting Documents: _____

Email: _____

Address: _____

City/State/Zip: _____

Phone Number: _____

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

Date of Incident: _____

Location of Incident: _____

Description of Information Requested: _____

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

Number of B/W Copies: _____ @ .05¢ = \$ _____

Number of Color Copies: _____ @ .25¢ = \$ _____

USB Flash Drive (up to 32GB) _____ @ \$3.00 ea. = \$ _____

Compact Disc (audio/video): _____ @ \$1.50 ea. \$ _____

TOTAL DUE: \$ _____

(Payment is mandatory before documents will be produced and released, when applicable)

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

Township Rep (if applicable) _____.

Date & Time Info Released: ____ / ____ / ____ : ____ (AM) (PM) via _____ format.

Name of Person Releasing Documents: _____

Requests can be made during normal business hours and will be made available within a reasonable period, 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.