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BAZETTA TOWNSHIP PUBLIC RECORDS POLICY

Access to information concerning the conduct of the people's business is a right of every resident of this township. Records of Bazetta Township, which are not exempt from disclosure under the law are available for inspection and copying in accordance with the Ohio Public Records Act. Requests for records can be made by mail, fax, e-mail, or in person and may be made during regular business hours to the individuals listed below. Specific names, addresses, telephone numbers, and e-mail addresses can be found on the township website, www.bazettatwp.org.

Fiscal Officer
Administration Building

Zoning Secretary
Administration Building

Police Chief
Police Department

Administrative Secretary
Administration Building

Road Superintendent
Road Department

Fire Chief
Fire Station #11

It is within your rights NOT to disclose your identity to township officials when you request records; provide township officials with a written request; and provide a reason for your request.

You may view the records you have requested at all reasonable times during the regular business hours of the township. If you wish to view public records of our township, we will promptly make them available to you. If you wish to receive copies of records, we will provide them within a reasonable period of time. "Promptly" and "reasonable" take into account the volume of records requested; the proximity of the location where the records are stored; and the necessity for any legal review of the records requested.

Once we have received your request, we will provide our response or acknowledge your request and provide you with an estimate of when you should expect our response, an estimated cost if copies have been requested, and the items (if any) that we expect may be exempt from disclosure. If, at any time prior to completing your request, we believe our response will take longer than initially estimated (because of the volume of records requested; the proximity of location where the records are stored; or the complexity of the legal review); we will inform you of this change.

If any portion of your request for records must be denied because the records are exempt from disclosure under the law, township officials will either inform you which records you have requested are not public by clearly marking the portion "redacted" or explain which portions of the record(s) have been redacted. In addition, township officials will provide you with the legal authority upon which was relied.

Please note that, if township officials have denied your request because it is overbroad, ambiguous, or doesn't reasonably identify township records, then you will be provided with information regarding how township records are maintained. If you wish, you may revise your request for the records.

Copies will be provided in the format in which the township has retained them, i.e. paper records will be copies on paper and electronic records will be copied electronically. A fee may be charged to cover the direct costs of duplication incurred by the township. This fee is \$.10 per paper copy and \$1.00 per CD-ROM copy. In addition, actual cost of postage or other delivery may be charged. Township officials may require payment of these fees prior to processing your request. It is the policy of Bazetta Township to waive charges by resolution of the Bazetta Township Trustees.