

PUBLIC RECORDS REQUEST OF JACKSON TOWNSHIP SANDUSKY COUNTY

Introduction

It is the policy of Jackson Township, Sandusky County that openness leads to a better informed public, which leads to more transparent government and better public policy. Citizens are entitled to access government records and the Public Records Act should be interpreted liberally in favor of disclosure. We welcome participation by our citizens.

Hours and costs

Public records should be available for inspection at reasonable times by contacting the Jackson Township Fiscal Officer. Public records should be made available for inspection promptly.

Copies of public records should be made available within a reasonable period of time.

The determination of the terms prompt 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.

In the event that circumstances make it reasonable for this office to hire an outside contractor to make copies of requested records, the requester will be charged the actual cost paid to the outside contractor for the copying service. These circumstances may include but not be limited to a lack of in-house photocopying resources or labor. If an outside contractor is used to make the copies of public records, the trustees require the requester to make an advance payment of 75% of the estimated cost before any copies will be made.

The charge for copies of public records on 8.5 x 11 inch one sided paper in black ink, is 10 cents per page. We may require you to pay the estimated copy costs before copies are made. All other copies (photos disks, etc.) will be provided at actual cost. If records are mailed to you, we may charge you, in advance, postage and the cost of mailing materials.

Definition of Public Records

Under Ohio law, public records are those items that meet all of the following elements:

Any document, device, or item, regardless of physical form or characteristic, including an electronic record, that is created or received by or coming under the jurisdiction of a public office and documents the organization, functions, policies, decisions, procedures, operations or other activities of the office. This does not include records kept for our administrative convenience.

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SANDUSKY COUNTY**

How to make a Public Records Request

When you make a request, we will ask you to complete a Public Records Request Form which will help us locate the records and expedite your request. You are not legally required to fill out this form, identify yourself, or give the purpose of your request. If the records cannot be provided while you wait, we will contact you when the records are available.

Records that will not be released

Under Ohio law, some records that meet the above three elements will still be withheld from release because state or federal law makes the records confidential. Some commonly-requested records that are confidential include:

1. Attorney-client privileged information and trial preparation records.
2. Social Security numbers
3. Records of ongoing investigations
4. Medical records
5. BMV records
6. Records that a judge ordered to be sealed per a statute
7. Peace Officer, firefighter, EMT, prosecutor, assistant prosecutor, children's services Worker, or corrections officer, Residential and Familial information.

Limitations

We may limit to ten the number of public records mailed to you unless you certify in writing that you do not intend to use the records for commercial purposes.

A public office is not required to create new records to respond to a public records request, even if it is only a matter of compiling information from existing records.

We will not provide copies of public records that we create or receive after your original request is completed.

This public records policy is effective the 29th day of September, 2007 in accordance with H.B. 9 and is subject to amendment at the discretion of the Jackson Township Trustees. This public record policy was amended 11-16-09; 7-16-2012

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DATE: _____

NAME: _____ PHONE # _____

ADDRESS: _____

RECORDS
REQUESTED _____

COPIES _____ @ .10 PER PAGE. _____

CHARGES DUE FOR POSTAGE _____

OTHER CHARGES INCURRED _____

TOTAL AMOUNT DUE _____

FOR OFFICE USE ONLY

RECORDS REQUEST APPROVED OR DENIED _____ BY _____

IF DENIED GIVE REASON _____

DATE REQUESTOR NOTIFIED OF DENIAL _____

DATE REQUEST FULFILLED: _____ BY: _____