



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 REQUEST FORM FOR PUBLIC RECORDS *

REQUEST RECEIVED BY MONCLOVA TOWNSHIP ON: _____ (DATE)

INDICATION FROM TWP. PERSONNEL RE: PICK UP DATE: _____

NAME (optional): _____

COMPANY/BUSINESS, IF APPLICABLE (optional): _____

ADDRESS (optional): _____

CITY (optional): _____ STATE: _____ ZIP: _____

TELEPHONE NUMBER (optional): _____ FAX, IF AVAILABLE: _____

A source of contact is requested

MATERIAL REQUESTING:

PAPER DOCUMENTATION-DESCRIBE: _____

MINUTES TO PUBLIC MEETINGS: SPECIFY DATE(S) OF MEETING
 BOARD OF TRUSTEES _____
 ZONING COMMISSION _____
 BOARD OF ZONING APPEALS _____

AUDIO COPIES OF PUBLIC MEETINGS: SPECIFY DATE(S) OF MEETING
 BOARD OF TRUSTEES _____
 ZONING COMMISSION _____
 BOARD OF ZONING APPEALS _____

REQUESTING TO LISTEN TO AUDIO OF A PUBLIC HEARING AT ADMINISTRATION BUILDING,
4335 ALBON ROAD. SPECIFY MEETING AND DATE: _____
ADMINISTRATIVE PERSONNEL WILL MAKE CONTACT AND SET AN APPOINTMENT.

INFORMATION WAS PROVIDED: (check one)

- BY MAIL
- ELECTRONICALLY
- IN PERSON signature: _____
- FACSIMILE

IF COPIES ARE TO BE MADE, COMPLETE THE FOLOWING:

AMOUNT DUE: _____ NOTIFIED REQUESTER ON: _____

DATE INFORMATION WAS PICKED UP: _____ HOW PAID: ___ cash ___ check

INDIVIDUAL THAT PICKED UP INFO (OPTIONAL TO VERIFY TRANSACTION) _____

HOW MANY PAGES WERE COPIED/PREPARED, DESCRIBE OUTPUT WORK: _____

* INFORMATION IS REQUESTED, NOT MANDATORY; TOWNSHIP PERSONNEL MAY FILL OUT FORM TO FULFILL RECORDS REQUEST DOCUMENTATION