

MONCLOVA TOWNSHIP
Public Records Fee Schedule
Restriction on Certain Township Records
and Administrative Fees

PUBLIC RECORDS

B/W Copies of Township Records, pick-up	\$ 0.05 per page *3
Color Copies of Township Records, pick-up	\$ 0.10 per page *5
Copies of Township Records, mailed	Copy fee + mailing costs
Copies of Township Records, requiring special costs	Copy fee + special costs
Reprint of Photograph (color)	\$ 0.52 per 4 x 6 page *3
Certified Copies of Township Records	\$ 1.00 per page
Copy of Township Zoning Resolution	\$ 5.00 per book (+ \$ mailing cost)
Copy of Land Use Plan	\$ 7.65 per book *4
CD of information (including audio meetings)	\$ 2.00 (+ \$ mailing cost)

Costs shall be collected prior to the release of copies. Approximate costs shall be collected prior to voluminous requests being copied; adjustments collected or refunded after correct amount has been determined and prior to release. A receipt shall be provided for the collection of copy costs.

Monies shall be forwarded to Township Fiscal Officer within 24 hours of receipt.

Procedure

Only request for copies of "Public Record" shall be approved.

Requests for copies of Township public records will be made through the Fiscal Officer's Office, Township Administrator, Secretary, Zoning Administrator, Road Superintendent, or Fire Chief, as appropriate. Township records request form shall be provided and completed by person(s) requesting document or staff member.

Fees may be waived at the discretion of the Board of Trustees for copies to other governmental agencies, persons in connection with the business of the Township, or other reasons deemed appropriate by the Board of Trustees. Fees for legitimate press will be waived, at the discretion of the Board of Trustees.

Requests for medical records of persons treated or transported by the Township's Fire/Rescue Department will be denied, except as follows:

- 1) Copy provided direct to the person (patient) whose name appears on the patient report or notarized statement from the patient, authorizing the release of their records to another person,
- 2) Subpoena issued by a court of competent jurisdiction or
- 3) Where required and/or permitted in accordance with Ohio Public Records Law.

ADMINISTRATIVE FEES

Return Check Fee (NSF)	\$30.00 *5
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Adopted in an open session of the Board of Trustees on April 3, 2001
1 Modified by the Board of Trustees on April 15, 2002
2 Modified by the Board of Trustees on April 5, 2004
3 Modified by the Board of Trustees on February 21, 2006
4 Modified by the Board of Trustees on November 4, 2009
5 Adopted by the Board of Trustees on January 4, 2016