



JACKSON TOWNSHIP PUBLIC RECORDS POLICY

Access to information concerning the people's business is a right of every person in this state. Records of Jackson Township, which are not exempt from disclosure, are available for inspection and copying in accordance with Ohio's Public Records Act.

It is within your rights not to:

- **Disclose your identity;**
- **Provide our office with a written request;**
- **Provide a reason why you have requested these records.**

You may view the records you have requested at all reasonable times during the regular business hours of the Township (Monday through Friday from 8 a.m. to 4:30 p.m.). If you wish to view public records of our office, we will promptly make them available to you if possible. If you wish to receive copies of records, we will provide them within a reasonable period of time. "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.

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, or any items that we expect may be exempt from disclosure. If at any time prior to completing our response we believe our response will take longer than initially estimated, we will inform you of this change.

If any portion of your request must be denied because the records are exempt from disclosure under Ohio law, we will inform you which requested records are not public by clearly marking the portion "redacted", or we will explain which portions of the record have been redacted. In addition, we will provide you with the legal authority on which we have relied. Please note that if we have denied your request because it is overbroad, ambiguous or does not reasonably identify our records, we will provide you with information about how our records are maintained, and if you wish, you may revise your request for the records.

A fee for copies of public records may be charged to cover the direct costs of duplication incurred by Jackson Township. As of Jan. 1, 2008 this fee is 5 cents per page; \$1 for each DVD or CD; \$1 for each cassette tape. In addition, actual cost of postage or other delivery may be charged. We may require prepayment of these fees prior to processing your request.

**Requests for Records shall
be made to:**

Jackson Township
3756 Hoover Road
Grove City, Ohio 43123

Phone: (614) 875-2742
Fax: (614) 871-2746
info@jacksontwp.org

**To request a copy of our records
retention schedule please contact
Lynn Bruno or Tonya Ralston.**