

**ALL REQUESTS FOR PUBLIC RECORDS MUST BE SUBMITTED TO THE
FISCAL OFFICER OF BEAVERCREEK TOWNSHIP, GREENE COUNTY,
OHIO**

**PUBLIC RECORDS REQUEST
R.C. § 149.43**

Revised Code Section 149.43 provides that certain records maintained by Beaver-creek Township must be available for inspection and upon request, be copied by the Township. In order to ensure that your request for the review and duplication of public records is processed accurately and promptly, please complete the following:

Name: _____
Address: _____
Telephone Number: _____
E-Mail Address: _____

Please identify or describe to the best of your ability the specific records which you are requesting to review. (Please attach additional sheets if necessary)

1. _____
2. _____
3. _____
4. _____

Do you want copies of the material? _____ Yes _____ No

If copies are requested, in what form do you want the copies?

- _____ Paper
- _____ Upon the same medium upon which Beaver-creek Township keeps the records if other than paper
- _____ Upon any other medium upon which Beaver-creek Township or the person responsible for the record determines that it reasonably can be duplicated as a part of the normal operation

The Township is entitled to be reimbursed its costs of duplicating the requested material. Do you understand that you may review the records at no cost, but that if you request the records to be copied, there will be a charge which must be paid before the records will be released to you? _____ Yes _____ No

The Township will endeavor to retrieve the requested material promptly and if requested, copy the material within a reasonable period of time. If the material cannot be retrieved within one business day or copied within three business days, you will be notified of the reason for the delay in responding to your request. If the Township determines that you are not entitled to the review and duplication of the records requested, you will be notified, in writing, of the specific ground upon which your request is denied.

Do you want to pick up the records or have the records mailed to you?

_____ Pick up
_____ Mailed (the cost of postage must be paid in advance before the records will be mailed. You will be notified of this cost once determined)

Date of Request: _____
Name _____

RECEIPT

Received by _____, _____
Name Position with Township

on this _____ day of _____, 2012 at _____ A.M./P.M.