

DANBURY TOWNSHIP

BOARD OF TRUSTEES

Members of Board:
Charles B. Scott
Dianne M. Rozak
David M. Hirt

Fiscal Officer:
Shelley J. Seamon

PUBLIC RECORDS REQUEST

Danbury Township is dedicated to providing the highest quality of customer service in accordance with Ohio's Public Records Act. The information contained on this form is solely intended to enhance our ability to respond to your request in a timely and reasonable manner. * *Your request is not required to be in writing, nor is it required that your name or intended use of the requested records be disclosed.*

To be completed by employee if not completed by the requester based on nature or form of the request.

*Name of Requester: _____		Today's Date: _____
Street Address: _____	City, State, ZIP: _____	
Phone Numbers (please indicate type): _____	E-mail Address: _____	
INFORMATION REQUESTED: <i>Please be specific.</i> Records sought must be identified with sufficient clarity in order to allow the Township to identify and retrieve the records. All requests will be provided to the Fiscal Officer, or Supervisor of the appropriate Department to assist, by advising you of the manner in which records are kept.		
<i>Please Print.</i>		
Type of Record Requested _____ Relevant Date(s) _____		
Description _____		
Please Check One:		
<input type="checkbox"/> I would like to inspect these records		
<input type="checkbox"/> I would like these records copied and I will pick them up when ready		
<input type="checkbox"/> I would like these records copied and mailed to me at the address above		
<input type="checkbox"/> I would like these records sent to me electronically to the email address above (Available if records are stored electronically)		
COMPLETED RESPONSE		
Date Requester Notified _____ by: _____ via: _____ (Employee) (Phone #, mail, e-mail)		
Date Response Mailed, Picked Up or Inspected (Circle one) _____		
Total Cost \$ _____ including actual postage cost of \$ _____		
Number of copies requested _____ @ cost per Fee Schedule		Total fee \$ _____
Copies of other materials _____ @		Total fee \$ _____

For a list of Record(s) most commonly not available, please refer to the next page.

List of most common Record(s) not available:

- Record that has never been maintained by the Township**
- Record is no longer maintained or has been disposed of or transferred pursuant to RC-2 & RC-3 Forms**
- Record is prohibited from release due to the following State or Federal Law:**
 - Peace officer, firefighter, EMT, employee residential and familial information or photographs**
O.R.C. §149.43(A)(1)(p); State ex rel. Plain Dealer Publishing Company v. Cleveland, 106 Ohio St.3d 70; State ex rel. Dispatch Printing Company v. Johnson, 106 Ohio St.3d 160
 - Social Security Numbers**
5 U.S.C.A. §552a; State ex rel. Beacon Journal Publ. Co. v. City of Akron (1994), 70 Ohio St.3d 605
 - Medical Records**
O.R.C. §149.43(A)(1)(a) and (A)(3)
 - Trial Preparation Records**
O.R.C. §149.43(A)(1)(g) and (A)(4)
 - Confidential Law Enforcement Investigatory Records**
O.R.C. §149.43(A)(1)(h) and (A)(2)
 - Security or Infrastructure Records** (please indicate)
O.R.C. §149.433
 - Records Concerning Recreational Activities of People Under Age 18**
O.R.C. §149.43(A)(1)(r); State ex. Rel. McCleary v. Roberts (2000), 88 Ohio St.3d 365
 - Trade Secrets**
O.R.C. §122.36; O.R.C. §1333.61(D)
 - Confidential Financial Information**
O.R.C. §166.05; O.R.C. §921.04(B)
 - Tax Information**
O.R.C. §718.13, §5703.21(A), §5709.081(D), §5711.10, §5711.101, §5715.50, §5747.18(C)
 - Attorney-Client Privilege**
O.R.C. §2317.02
 - State or Federal Privacy Requirements**
State of Ohio Constitution; United States Constitution; State ex. Rel. McCleary v. Roberts (2000), 88 Ohio St.3d 365.
- Record(s) containing non-releasable material that has been visibly redacted in accordance with State or Federal Law**
 - See also Appendix B & C of the Ohio Sunshine Laws, An Open Government Resource Manual