



CLAY TOWNSHIP OFFICES

8207 ARLINGTON ROAD

BROOKVILLE, OH 45309

937- 833-4015

Fax 937-833-6211

PUBLIC RECORDS REQUEST FORM

All public records requests are subject to the provisions of Ohio Revised Code Section 149.43 and all other applicable laws, and provides that most public records are accessible to the public. Requests shall be documented to allow for proper record keeping, to ensure legal compliance and employee notification, when appropriate.

File inspection can usually be accommodated within one to three days based on staff availability to supervise the access to public records. Copying of files may take up to seven days based on the volume of documentation needed and staff availability. The Township will charge ten cents (.10) per page requested to be photocopied.

The review of personnel records will be handled in the following manner:

1. Written request is required to access these records.
2. The employer will notify employees of requests involving their personal records and will provide the employee (s) the opportunity to see and acquire injunctive relief if they perceive a threat to themselves or their family. The Township will make every attempt to preserve the privacy of personal information which may not serve a compelling public interest.

Requester's name _____

Address _____

City _____ State _____ Phone _____

Signature of requester _____ Date _____

Specific information (records) requested

Township Clerk approval _____

Prepared by _____

Receipt acknowledged _____ Date _____