

REQUEST FOR PRODUCTION OF PUBLIC RECORDS

**Letter or Legal-Sized Paper Documents; Computer Discs;
And Audiotapes/Videotapes Reproduced by the Township**

Pursuant to the Ohio Revised Code, you may request the production of "public records" maintained by Springfield Township.

In an effort to ensure that all persons are able to obtain public records, Springfield Township permits the duplication of up to five (5) letter or legal-sized paper pages of such records at no cost. Any person requesting the duplication of more than five (5) such pages, or making multiple requests totaling more than five (5) pages in one calendar year, will be charged five cents (5¢) per page for all pages beyond the initial five (5) pages.

The actual cost of copies of public records produced on computer disc shall be one dollar (\$1.00). The actual cost of copies of public records produced on audiotape and/or videotapes reproduced by the Township shall be the cost of the audiotape or videotape.

Public records requests should be presented orally or in writing at the Township Administrative Offices located at 9150 Winton Road, Cincinnati, Ohio 45231, by telephone to (513) 522-1410, or by facsimile transmission to (513) 729-0818, between the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding published holidays.

In order to enhance the Township's ability to identify, locate, or deliver the public records sought by the requester, Springfield Township will request that all persons making public records requests complete this Public Records Request form.

The completion of this form is completely voluntary, and no public records request will be denied as a result of a requester's refusal to complete the form.

Name of Person Making Request: _____

Address of Person Making Request: _____

Telephone Number of Person Making Request: _____

Date of Request: _____

Specific Type of Public Records Requested:

(Please tailor your request as specifically and narrowly as possible)

(Continue on a separate sheet if necessary)