

Harrison Township, Montgomery County, Ohio
Public Records Request
Form RC 100

The Harrison Township, Montgomery County, Ohio government belongs to the citizens of Harrison Township. We conduct our government activities in the open, and we are proud of our strong commitment to this important principle of democracy.

While not mandatory, if you fill out this form it will help us provide the public records you are requesting in a more timely fashion.

Name of Requestor: _____

Street Address _____

City, State, Zip _____

Phone Number _____

Today's Date _____

With as much specificity as possible, please describe what records you want to review. PLEASE PRINT.

Harrison Township, provides photocopies of public records according to the following schedule: 24 copies or less – no charge. 25 copies or more – five cents each. All requests require advance payment. Mailing charges are assessed at actual cost. There is no charge to inspect records while in Harrison Township Offices. Please check your preferences below:

_____ I would like to inspect these records in the building when they are ready.

_____ I would like these records copied, and I will pick up when they are ready.

_____ I would like these records copied and mailed to me at the address listed.

Harrison Township Employee Handling Request: _____ Date: _____

Harrison Township, Montgomery County, Ohio
Public Records
Form RC 101

Our Township government belongs to the citizens of Harrison Township, Montgomery County, Ohio. We conduct our government activities in the open, and we are proud of our strong commitment to this important principle of democracy.

Persons requesting twenty five (25) or more copies will be required to pay a fee of five cents per copy. Prepayment is required.

Name of Requestor – See RC 100	
Number of copies requested: _____ @ \$.05 per page	Total Fee: \$ _____
Copies of other materials (video tape, cassette, etc) _____	Total Fee: \$ _____
(See attached schedule for applicable fees.)	
Receipt number: _____	Total Fee: \$ _____

Record(s) not available:

____ Record has never been maintained by the Township.

____ Record is no longer maintained or has been disposed of or transferred pursuant to RC-2.

____ Record has been disposed pursuant to an application of one-time Records Disposal RC-1.

____ Record is prohibited from release due to an applicable state or federal law.
(State the applicable state or federal law): _____

____ Record is not in the form of a paper document.
Cassette Tape ____ Video Tape ____ Other (specify): _____

Record is prohibited or exempted by law:

____ Record has been forwarded to legal counsel for research/review.

____ Record has been reviewed and release has been denied by legal counsel.

____ Record has been reviewed by legal counsel and records are to be released.

____ Record has been reviewed and contained non-releasable material.

____ Upon review, non-releasable material has been redacted.

____ Releasing employee has noted the date, initials, and name of the requester
on a copy of the reproduced page.

Name of Harrison Township Employee

Date:

Handling Request: _____
