



**Public Records Request Citizen Request Form
Form 2-03a**

The Union Township, Ohio government belongs to the citizens of Union 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, Time _____

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

Union Township, Ohio provides photo copies of public records according to the following schedule:

8.5"x 11" paper copies	\$0.10 per page
8.5"x 14" paper copies	\$0.10 per page
11"x 17" paper copies	\$0.15 per page
Oversize plans, prints, etc.	\$5.00 per sheet
Outsourced plans, prints	Actual cost as invoiced
Compact disc/storage media	\$2.00 per disc
DVD recordings	\$5.00 per disc
Audio cassette	\$2.00 per cassette tape

****10 copies or less - no charge. Each copy after 10 copies, Fee Schedule Applies.**

All requests require prepayment. **Mailing charges are assessed at actual cost.** There is no charge to inspect records at any Union Township administrative office or facility.

Please check your preference 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 them up when they are ready.
- I would like these records copied and mailed to me **at** the address on this form.
- I would like these records faxed to me at the fax number on this form.

FAX#: _____

Name of employee handling request

Date completed