



# PLYMOUTH TOWNSHIP PUBLIC RECORDS POLICY

Access to information concerning the conduct of the people's business is a right of every person in Ohio.

**Plymouth Township Fiscal Office**  
**4350 Runkle Ave. Ext.**  
**Ashtabula, OH 44004**  
**(440) 992-7484**  
**plymouthtownshipohio@windstream.net**

Plymouth Township records which are not exempt from disclosure under the law are available for inspection and copying in accordance with the Ohio Public Records Act. Records requests may be made to:

You may view the records you have requested at all reasonable times during the regular business hours of this office. If you wish to view public records of our office, we will promptly make them available to you. If you wish to receive copies of records, we will provide them within a reasonable period of time. "Prompt" and "reasonable" take into account the volume of records requested, the proximity of the location where the records are stored, and the necessity for any legal review of the records requested.

Once we have received your request, we will provide our response, **or** acknowledge your request and provide you with an estimate of when you should expect our response; an estimated cost if copies have been requested; and the items (if any) that we expect may be exempt from disclosure. If at any time before completing our response we believe our response will take longer than initially estimated (because of volume of records requested, the proximity of location where the records are stored, or the complexity of the legal review) we will inform you of this change.

## **You have the right:**

- You do NOT have to disclose your identity to Plymouth Township when you request records. You will be given a "public records request number" which we will use to track our communications with you and our response to your request;
- You do NOT have to provide our office with a written request; and
- You do NOT have to provide a reason why you have requested these records.

If any portion of your request for records must be denied because the records are exempt from disclosure under the law, we will inform you which records you have requested are not public by clearly marking the portion "redacted", or we will explain which portions of the records have been redacted. In addition, we will provide you with the legal authority upon which we have relied to make the determination of exemption.

Please note that if we have denied your request because it is overbroad, ambiguous or doesn't reasonably identify our records, we will provide you with information about how our records are maintained and if you wish, you may revise your request for the records.

A fee for copies of public records may be charged which covers the direct costs of duplication incurred by Plymouth Township; currently this fee is \$.25 per page and \$1.00 per CD. In addition, actual cost of postage or other delivery may be charged. Payment of these fees must be made before processing your request. There is no charge for emailing records that can be provided electronically. Plymouth Township is not obligated to electronically reproduce any record that does not exist electronically in its original form.

A copy of the township's current Records Retention Schedule is available for inspection by contacting the Fiscal Officer. This Public Records Policy is governed by Ohio Revised Code Section 149.43. If you have any questions about public records, please contact the Fiscal Office.