



**SUGARCREEK TOWNSHIP
PUBLIC RECORDS POLICY**

**2090 FERRY ROAD
Bellbrook, Ohio 45305
937-848-8426**

Business Hours: 8:00 a.m. to 4:30 p.m. M-F; Closed Holidays

This is a summary of the Sugar Creek Township Public Records Policy adopted by Sugar Creek Township Trustees September 26, 2007 in compliance with Ohio Revised Code Section 149.43.

- A full copy of the Sugar Creek Township Public Records Policy is available for review or copy at the front counter of this Sugar Creek Township department.
- A copy of the Sugar Creek Township general current records retention schedules are readily available to the public for inspection at the front counter of this Sugar Creek Township department.
- Sugar Creek Township employees are familiar with their duties under Ohio Revised Code Section 149.43. Our records are organized and maintained so that they are readily available for inspection and copying and we are prepared to answer your request for public records.
- Sugar Creek Township Public Records shall be promptly prepared and made available for inspection to any person at all reasonable times during regular business hours and excluding published holidays.
- FEES for copies of public records:
 - 1-25 copies.....No charge
 - 25 + copies.....\$0.05 per sheet (starting at first copy)
 - Two sided copies (all sizes).....\$0.10 per sheet
 - Videotapes, CDs, DVDs, cassette tapes, other Actual replacement cost for blank media
 - Outside reproduction costsActual cost of reproduction
 - Outside contract reproduction costs.....Actual cost of contract
- The Sugar Creek Township Public Records Policy does not allow a person seeking a copy of a public record to make the copies.
- Routine requests for public records will be satisfied as soon as practicable (e.g. meeting minutes, budgets etc.); Public Record requests that require research, compilation and redaction may take longer.
- Requests for Personnel Files as public records will be directed to the Township Administrator or his or her designee(s) for action.
- Persons denied public record requests due to the exempted status of the requested information will be notified of the legal reason for the denial. If only partial information is exempted, redactions will be made and the legal reason for the redaction provided to the requester.
- Rights of the public:
 - A person (person include corporations, individuals, and other governmental agencies) requesting to inspect and/or copy public records:
 - does NOT have to provide their name
 - does NOT have to provide a reason for inspecting and/or requesting copies of public records
 - does NOT have to make the request in writing – the request may be written or verbal
 - may designate another person to inspect or retrieve the copies
 - does NOT have to reveal a motive (motive is not relevant)
 - is NOT required to be an Ohio resident.
- Persons may choose to have a public record duplicated upon paper or upon the same medium upon which the Township maintains the public record or upon any other medium on which the Township determines the record can reasonably be duplicated.
- Ambiguous or overly broad requests may be denied, but the Township shall provide the requester with an opportunity to revise the request by informing the requester of the manner in which records are maintained and accessed by the Township.
- If a person allegedly is aggrieved due to the inability to inspect a public record or due to the inability to receive a copy of the public record, the person will be advised that they may contact the Township Administrator; or Ohio Revised Code §149.43(C)(1) provides a legal means for addressing their complaint in these disputes.
- Ohio Records Law (HB9) Training was completed by three designates of the Sugar Creek Township Trustees on November 15, 2007.

November 15, 2007