

# **SHARON TOWNSHIP PUBLIC RECORDS POLICY**

Access to information concerning the conduct of the people's business is a right of every person in this state. Records of Sharon Township which are not exempt from disclosure under the law are available for inspection and copying in accordance with the OHIO PUBLIC RECORDS ACT. Requests for records may be made during regular business hours to:

Sharon Township  
Attention: Fiscal Officer  
614-885-5115  
95 E. Wilson Bridge Road  
Worthington, OH 43085-2301

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, and estimated cost of copies that have been requested, and the items (if any) that we expect may be exempt from disclosure.

## **IT IS WITHIN YOUR RIGHTS NOT TO:**

Disclose your identity to Sharon Township when you request records  
Provide our office with a written request  
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 record(s) have been redacted. In addition, we will provide you with the legal authority upon which we have relied.

Please note that if we have denied your request because it is overbroad, ambiguous, or doesn't reasonably identify our record, 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 Sharon Township; the first ten pages of paper copies shall be free of charge, additional paper copies will be \$0.05 per page and \$1.00 per CD per request if records exist in electronic form. In addition actual cost of postage or other delivery may be charged. We may require payment of these fees prior to processing your request.