

Wayne Township – Champaign County, Ohio Public Records Poster

The public records policy of Wayne Township to comply with and adhere to the State of Ohio's Public Records Act – Ohio Revised Code 149.43. Wayne Township reserves the right to amend this policy, as needed, to remain in compliance with revisions to the Ohio's Public Records Act.

Ohio Sunshine Laws' Manual is available on the Ohio Attorney Generals website. Ohio Sunshine Laws are for the purposes of keeping employees of the public entities, and the public, educated as to the public entities obligation under the Ohio Public Records Act, Open Meeting Act, records retention laws and Personal Information Systems Act.

Wayne Township Public Records Policy is summarized below.

Definition of Public Record

A "record" is defined to include the following: A document in any format, (paper or electronic, including, but not limited to, business e-mail), that is created, received by, or comes under the jurisdiction of a public office that documents the organization, functions, policies, decisions, procedures, operations, or other activities of the public office. *(All "records" of Wayne Township are public unless they are specifically exempt from disclosure under Ohio or federal law.)*

Records Organization

All "records" that are subject to disclosure, as required by Ohio Revised Code, will be organized and maintained in such a way so that they can be made available for inspection and/or copying.

Request for Public Records

All requests shall be made to or forwarded to the Wayne Township's Fiscal Officer.

- Requestor must identify the record requested with sufficient clarity to allow the office to identify the record.
- Requestor is not required to provide identity or intended use of requested record.
- Requestor is not required to put a record request in writing. However, a written request will assist the Township in identifying the record requested. Wayne Township has a 'Record(s) Request Form' available for use.
- The Township does not have an obligation to create new records.

Responding to Public Records Requests

Copies of records or records to view must be made available within a 'reasonable period of time'.

Denial or Redaction of Public Records

If the Township withholds, redacts, or otherwise denies requested record(s), it will provide an explanation, including legal authority, for the denial(s). If the initial request was made in writing, the explanation for denial will also be in writing.

Costs for Public Records – Copying and Mailing

Those seeking public records may be charged only the actual cost of making copies, not labor. A requestor may be required to pay in advance for the actual costs involved in providing the copy.

Mailing Address - Wayne Township, PO Box 45, Cable, Ohio 43009
Email Address – WayneTownship-Champaign@outlook.com