

Jackson Township, Mahoning County
Public Records Request RC 100 & RC 101

Not mandatory, if you fill out this form it will help us provide your public records request in a more timely fashion.

Name of Requestor: _____							
Street Address: _____	City, State, Zip _____						
Phone Number: _____	Today's Date: _____						
Please describe what records you want to review. PLEASE PRINT. Jackson Township provides Public Records according to the following Schedule: <table style="width: 100%;"><tr><td>No charge to inspect records while in Township Buildings</td><td>CD Copy: Current Actual cost per disc or flash drive.</td></tr><tr><td>Paper Copies: 10 cents per copy</td><td>Mail: Charges are assessed at actual cost</td></tr><tr><td>Audio Cassette Tape Copy: Current cost of tape</td><td>Documents E-mailed: No charge</td></tr></table> Please check your preference below: ☐ I would like to inspect these records in the Township 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@ mailed to the address above. I have provided a self addressed envelope. ☐ Please fax to facsimile number: _____		No charge to inspect records while in Township Buildings	CD Copy: Current Actual cost per disc or flash drive.	Paper Copies: 10 cents per copy	Mail: Charges are assessed at actual cost	Audio Cassette Tape Copy: Current cost of tape	Documents E-mailed: No charge
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Please be advised of the following regarding you Public Records Request: ☐ Record (s) Not Available: ☐ Record has never been maintained by the Township. ☐ Record is no longer maintained or has been disposed of or transferred to RC-2 ☐ Record has been disposed per an application of One-Time Records Disposal RC-1. ☐ Record is prohibited for release due to State or Federal Law: _____. ☐ Record is prohibited or exempted by Law: ☐ Record has been forwarded to legal counsel for research/review. ☐ Record has been reviewed and released has been denied by legal counsel. ☐ Record has been reviewed by legal counsel and records are to be released. ☐ Record contains non-released material: Non-releasable material has been redacted. ☐ Record provided is not in form of a paper document: ☐ Cassette Tape ☐ Video Tape ☐ Other							
Number of paper copies requested: _____							
Pages charged @ 10 cents per page: _____							
Other copies @ current actual cost: _____							
Employee Handling Request: _____	Date Request completed: _____						

**Accounts not paid within 30 Days will be considered delinquent. A delinquent payment notice will be sent to the requestor for payment of the fee(s). Requests for records will not be honored / processed until delinquent account(s) are paid.

