



# YOUR RUSSELL PARKS

## **RUSSELL TOWNSHIP CITIZENS' PARK DISTRICT (511) - PUBLIC RECORDS REQUEST POLICY**

*Per the Ohio Public Records Act, "Any person can make a request for public records by asking a public office or person responsible for public records for specific, existing records. The requester may make a request in any manner the requester chooses: by phone, in person, or in an email or letter."*

Pursuant to the Ohio Revised Code 149.B.1, Russell Township Citizens' Park District (511) (RTCPD) will provide public records at a cost of \$ .10 per page copied. Requestor MUST cover the cost of copies or flash drive cost before copies/flash drive is made. If there are incurred fees to mail a large request, requestor will also be responsible to pay postage fees before request is sent.

Requests will be answered on a timely basis; please provide your current contact information (address or email to send response to) so that there is no delay. Use the RTCPD Public Records Request Form available on the RTCPD website: [www.yourrussellparks.com](http://www.yourrussellparks.com) to request public records, or download the PDF file of the form to fill out in writing and send (also available on the website), send an email to [info@yourrussellparks.com](mailto:info@yourrussellparks.com), or request records in person from the Fiscal Officer or Secretary (see the *Ohio Public Records Act* for more information).

If any information is redacted in your request, RTCPD is responsible for clearly marking redactions and indicating the purpose of the redactions.

For questions or more information, please contact the secretary of the RTCPD at [info@yourrussellparks.com](mailto:info@yourrussellparks.com).