Harrison Township, Montgomery County, Ohio  
Public Records Request  
Form RC 100

The Harrison Township, Montgomery County, Ohio government belongs to the citizens of Harrison Township. We conduct our government activities in the open, and we are proud of our strong commitment to this important principle of democracy.

While not mandatory, if you fill out this form it will help us provide the public records you are requesting in a more timely fashion.

Name of Requestor: __________________________________________________________

Street Address ___________________________________ City, State, Zip  

Phone Number ___________________________ Today's Date ______________________  

With as much specificity as possible, please describe what records you want to review. PLEASE PRINT.

Harrison Township, provides photocopies of public records according to the following schedule: 24 copies or less – no charge. 25 copies or more – five cents each. All requests require advance payment. Mailing charges are assessed at actual cost. There is no charge to inspect records while in Harrison Township Offices. Please check your preferences below:

_____ I would like to inspect these records in the building when they are ready.

_____ I would like these records copied, and I will pick up when they are ready.

_____ I would like these records copied and mailed to me at the address listed.

******************************************************************************

Harrison Township Employee Handling Request: Date:  

__________________________________________________________________________  ______________


**Harrison Township, Montgomery County, Ohio**  
**Public Records**  
**Form RC 101**

Our Township government belongs to the citizens of Harrison Township, Montgomery County, Ohio. We conduct our government activities in the open, and we are proud of our strong commitment to this important principle of democracy.

Persons requesting twenty five (25) or more copies will be required to pay a fee of five cents per copy. Prepayment is required.

<table>
<thead>
<tr>
<th>Name of Requestor – See RC 100</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of copies requested: _______@ $.05 per page</td>
</tr>
<tr>
<td>Copy of other materials (video tape, cassette, etc) Total Fee: $ ______</td>
</tr>
<tr>
<td>(See attached schedule for applicable fees.</td>
</tr>
<tr>
<td>Receipt number: ______________________</td>
</tr>
</tbody>
</table>

**Record(s) not available:**

- Record has never been maintained by the Township.
- Record is no longer maintained or has been disposed of or transferred pursuant to RC-2.
- Record has been disposed pursuant to an application of one-time Records Disposal RC-1.
- Record is prohibited from release due to an applicable state or federal law.
  (State the applicable state or federal law): ______________________
- Record is not in the form of a paper document.
  Cassette Tape _____  Video Tape _____ Other (specify) : _____

**Record is prohibited or exempted by law:**

- Record has been forwarded to legal counsel for research/review.
- Record has been reviewed and release has been denied by legal counsel.
<table>
<thead>
<tr>
<th>Record has been reviewed by legal counsel and records are to be released.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Record has been reviewed and contained non-releasable material.</td>
</tr>
<tr>
<td>Upon review, non-releasable material has been redacted.</td>
</tr>
<tr>
<td>Releasing employee has noted the date, initials, and name of the requester on a copy of the reproduced page.</td>
</tr>
</tbody>
</table>

Name of Harrison Township Employee: __________________________ Date: ____________

Handling Request: __________________________