

# Clearcreek Township

7593 Bunnell Hill Road, Springboro, Ohio 45066

(937) 748-1267

FAX (937) 748-3252



## Board of Trustees

Jason Gabbard  
Troy Holtrey  
Steve Muterspaw

## Fiscal Officer

Russell Carolus

## Public Records Request Form

Attention Requestor: To expedite your request for Township records, please fill out this form completely.

### Requestor Information

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_

### Records Requested

Please be as specific as possible in describing the records being requested. You may attach additional pages, if necessary.

Please refer to Section 3 Costs for Public Records of our Public Records Policy for any fees associated with this request.

I wish to inspect the requested records, where applicable, and do not want copies produced at this time.

I would like the records to be copied and will pick them up when ready.

I would like the records copied and mailed to me at the address on this form.

Requestor is responsible for paying for the applicable postage costs.

I would like the records sent to the email address provided above.

\_\_\_\_\_  
Signature of Requester

\_\_\_\_\_  
Date Requested

A written request for public records is not required, and you may decline to complete this form.

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### Internal Use Only

Request Received: \_\_\_\_\_ Request Completed: \_\_\_\_\_

Notes: