

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.

Clearcreek Township may charge the requestor the following fees: Up to 25 pages – no cost; 26 + pages - 10 cents (.10) per copy. Advance payment may be requested.

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.

Internal Use Only

Request Received: _____ Request Completed: _____

Notes: