

# The Vermilion Township Public Records Policy

VERMILION TOWNSHIP TRUSTEES PUBLIC RECORDS POLICY: Resolution R2401-01, 03 January 2024

Access to records and information concerning the conduct of the people's business is an absolute guaranteed right of every citizen of these United States. Records of the Vermilion Township Trustee's, not exempt from disclosure under the law, are available for inspection and copying in accordance with the Ohio Public Records Act.

Fulfillment of all records requests are made in compliance with Ohio Revised Code Section **149.43 Availability of public records for inspection and copying**. The full and current text of this statute can be found at: <https://codes.ohio.gov/ohio-revised-code/section-149.43>

*In person public records requests can only be made during regular business hours, at the Township Hall Office, to:*

**The Vermilion Township Records Custodian**  
1907 State Street, Vermilion, OH 44089  
440-967-3251 [vtfo22@gmail.com](mailto:vtfo22@gmail.com)

1. Any person may view the records you have requested at all reasonable times during the regular business hours of this office. If you wish to view public records of our office, we will promptly make them available to you. If you wish to receive copies of records, we will provide them within a reasonable period of time. "Prompt" and "reasonable" consider the volume of records requested; the proximity of the location where the records are stored; and the necessity for any legal review of the specific records requested.
2. Once we have received your request, we will provide our response or acknowledge your request and provide you with an estimate of when you should expect our response, an estimated cost if simple paper copies have been requested and the items (if any) that we expect may be exempt from disclosure. If at any time prior to completing our response, we believe our response will take longer than initially estimated (because of the volume of records requested, the proximity of location where the records are stored; or the complexity of the legal review); we will inform you of this change.

## **YOU HAVE THE RIGHT TO:**

- A. **NOT DISCLOSE YOUR IDENTITY** to the Vermilion Township or any township employee when you make a public records request. You will be given a one-time use only "Township User Specific Public Information Number" (TUSPIN) which we will use to track communications with you and our response(s) to your request. This number will be the date of the request in six-digit format and an additional two digits. You can use your TUSPIN to call the office to determine if your request has been fulfilled and ready for pick-up and what the actual cost will be to you, if any. The exact amount is required for

payment and must be made with cash or money order only. **PLEASE BRING THE EXACT CHANGE.**

- B. **MAKE AN ORAL REQUEST.** You are not required to provide our office with a written request. A form is available for convenience. (*Form TF 149, Records Request Form*)
  - C. **NOT PROVIDE A REASON** why you have requested any public records.
3. If any portion of your request for public records must be denied because the records are exempt from disclosure, under the law, we will inform you which records you have requested are not public by clearly marking the portion of the request as **“EXEMPTED”**. We will explain which portions of any public record(s) have been redacted for this reason. Typically, we may cite the legal authority within the Ohio Revised Code; upon which we have relied to deny a request for release of a record. (*Usually, ORC 149.43, for Security Reasons*)
  4. Please note that **if we have denied your request** because it is overbroad, ambiguous, or does not reasonably identify requested records, we do have a duty to provide you with information about how our records are maintained and if you wish, you may revise your request for the records. We can and will help you with this, if you desire our assistance.
  5. A fee for copies of public records may be charged which covers the direct costs of duplication incurred by the Vermilion Township; currently this fee is \$.25 per standard page. In addition, the actual cost of postage or other delivery will be charged. We will require payment of these fees prior to processing your request. It is the policy of the Vermilion Township to **optionally waive charges** to a requester for standard paper copies (8.5x11) of five (5) pages or less, of non-archived records. Non-standard paper duplication is at actual cost. (*Includes but not limited to: Legal Paper size (8.5x14), blueprints and large maps.*)
  6. Feel free to ask The Board of Trustees of Vermilion Township or the Vermilion Township Fiscal Officer, who is also the official Records Custodian, any questions you may have about public records, records requests, and the rules we must follow to provide them to you.
  7. For additional help in completing your public records request: Go to the link listed below and watch the video produced by the Office of the Ohio Attorney General. This video offers general information and helpful guidance in completing your request. Other videos on public records information are also available from the Ohio Attorney General’s office.

<https://www.ohioattorneygeneral.gov/Media/Videos/Sunshine-Law-Videos/How-to-Make-a-Public-Records-Request>

**Stephanie M. Johnson,**  
*Fiscal Officer & Public Records Custodian  
Vermilion Township, Erie County, Ohio*

**Last Revision: 03 January 2024**