

## BOARD OF TRUMBULL TOWNSHIP TRUSTEES

RESOLVED ON MARCH 20, 2008, 2008-03-01, BY UNANIMOUS VOTE OF THE BOARD OF AT A REGULAR MEETING OF THE BOARD OF TRUMBULL TOWNSHIP TRUSTEES THAT, the Board of Trumbull Township Trustees adopts this public records policy:

1. Public records of Trumbull Township will be made available for inspection promptly and/or copying as provided in this policy within a reasonable period of time upon request.
2. Public records will be copied by a Township Official and made available within a reasonable period of time during normal business hours, if requested. Public records may be copied onto paper, the medium upon which the records are maintained, or on any other medium onto which the Township reasonable determines the records may be copied as part of the Township's normal business operations, if requested. Copies may be mailed at actual cost, if requested.
3. Paper copies will cost 25 cents per page. Compact discs will cost \$1.00 per disc. Payment for copies and postage must be paid in advance.
4. Public records defined by law as "exempt" from inspection and copying will not be available for inspection or copying. If a public record contains exempt information, the Township will make other information in the public record available for inspection and copying, and if copied, exempt information will be redacted and if the redaction is not obvious from reviewing the copy, the Township will advise where redactions occurred. If it is unclear whether all information in a record requested can be released, the Township may allow inspection and copying of certain parts of the record after appropriate personnel have a reasonable opportunity to review the request.
5. If a request to inspect or review a record is denied, the Township will attempt to explain why, provide legal authority for its position, and offer an opportunity for the request to be amended.
6. If the Township cannot reasonably identify what public records are requested, the Township may explain the manner in which the public records apparently sought are maintained and accessed in the ordinary course of the Township's business and offer an opportunity to amend the request.

If you have questions, please call the Trumbull Township Fiscal Officer or any Township Trustee at 440-474-6500.