

Walnut Township
Public Records Request Form
Please Print Clearly

Date:	
Requester's Name:	
Company:	
Address:	
City/State/Zip:	
Telephone #:	
Documents Requested – please be specific	

Walnut Township provides this form to manage the public records request process more efficiently, and to help avoid delays and confusion. The availability of public records is not limited by or conditioned on completion of this form. A written request for records is not mandatory and you may decline to identify yourself. If you do not want to make a written request, or do not want to reveal your identity, please call the Township office at 467-2420. If you choose to use this form, please provide specific details about what you want, including time frame of documents, locations, etc. (if applicable). You may write on the back of this form if necessary. Please be advised that there is a cost of \$.05 per page for copies which must be paid in advance. Thank you.

Please send form to:

Lynn Kraner, Fiscal Officer
Walnut Township, Fairfield County, Ohio
11420 Millersport Rd, Millersport, Ohio 43046
Phone No. (740) 467-2420
Fax No. (740) 467-3283