



Lake Township  
27975 Cummings Rd.  
Millbury, Ohio 43447  
419-838-6536

Richard Welling  
Trustee

Melanie Bowen  
Trustee

Ronald Sims  
Trustee

Vicki Schwamberger  
Fiscal Officer

## **Lake Township's Public Records Policy**

Lake Township acknowledges that it maintains many records that are used in the administration and operation of the Lake Township Administration office. The records maintained by the Lake Township Trustees Administration and the ability to access them are means to provide trust between the public and Lake Township Trustees. The Lake Township Trustees Administration office maintains its records in a manner which allows the Lake Township Trustees to provide the general public prompt inspection of the Lake Township public records, and copies of these records within a reasonable amount of time during its regular business hours from 8:30 a.m. to 4:30 p.m.

The Lake Township Trustees Administration Office has a public records policy and schedule of Records Retention (RC-2). Please consult with one of our employees and they will provide you with a copy.

Fees: \$.10 per page

Recorded documents O.R.C. (317.32) (317.36):

\$2.00 per page (assisted)

\$.10 per page (unassisted)

**Advance Payment is required before any copies are prepared.**