

BOARD OF TRUSTEES

Bonnie J. Batchler
Robert W. Pautke
Allen M. Freeman

Fiscal Officer

Debbie S. Schwey

Administrator

Timothy P. Hershner



950 Locust Corner Road
Cincinnati, Ohio 45245

(513) 752.6262
Fax # (513) 752.8981
www.piercetownship.org

FORM "J"

PUBLIC RECORDS REQUEST FORM

Date of Request: _____

Attachments: ____ Yes ____ No

Requestor: _____
Last Name First Name

Phone # _____

Email: _____

Address:

Number Street City State Zip Code

Received: ____ in person ____ phone ____ fax ____ email ____ Other

Documents requested:

Please check request type: ____ inspection ____ copies ____ both

FOR INTERNAL USE:

Received by: _____
Name Department

Administrator Review: Yes ____ No ____ Legal Review: Yes ____ No ____

Records or Data Redacted? Yes ____ No ____

If yes, provide general reason and/or applicable ORC code section: _____

Please check the appropriate box:

1. ____ Documents inspected by and/or copies were provided to requestor on _____
Date

2. ____ Copies mailed to requestor on _____
Date

3. ____ Other: _____ / _____
Date