



Lake Township Trustees

27975 Cummings Rd.

Millbury, Ohio 43447

Ph. 419-838-6536 Fax 419-838-6732

Richard Welling
Trustee

Melanie Bowen-Greenwald
Trustee

Lorie Davis
Trustee

John Ervin
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: \$ 0.10 per page (printed copy or emailed copy)
\$ 1.00 per CD

Recorded documents O.R.C (317.32) (317.36):
\$ 2.00 per page (assisted)
\$ 0.10 per page (unassisted)

Advance Payment is required before any copies are prepared.