

# **GRANGER TOWNSHIP**

## **OPEN RECORDS POLICY**

- **Public records are any documents that relate to the business or activity of the township.**
- **Records are available during regular hours 9 a.m. to 11:00 a.m. on Monday, Wednesday, Thursday, and Friday.**
- **Please contact the Fiscal Officer at 330/239-3611.**
- **There is no charge for the first 5 copies. Additional copies over 5 will be .05 (five cents) per page or actual cost.**
- **If the records are readily available, they will be given out immediately.**
- **If the records need to be researched or reviewed, you will receive a written response and/or the records in no more than three business days.**