

Public Records Policy

~Public records are any documents -- paper, electronic or other format that relates to business or activity of the office.

~Records are available Monday through Friday from 8:00 a.m. to 4:30 p.m.

~We reserve the right to charge for the actual costs of making copies and any mailing costs of any records requested. We may require those charges to be paid in advance.

~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 response &/or the records in no more than three (3) business days.

~Copies will be prepared in the format that the original document was created in.

~The complete policy and any public records are available upon request.

Public Records Request Form

Name:

Address:

Email:

Phone:

Record Requested:

Public requests for the Williams County Engineer's Office can be emailed to:

troth@wmscoengineer.com

Or requested by phone at

419-636-2454 Ext 2101

or by Fax 419-636-8687

Or submitted by Public Records Request Form

Please mail request form to:

Williams County Engineer's Office

Attn: Public Records Request

12953 County Road G

Bryan, Ohio 43506

Or fax form to: 419-636-8687

Or scan & email form to: troth@wmscoengineer.com

Public requests are maintained by

Engineer's Office Administrative Assistant

419-636-2454 Ext 2111

***Copies of records over 4 pages i.e.; (8-1/2 x 11) will be charged at current copy rate at time of request. Larger copy sheets (8-1/2 x 14, 11 x 17) or large print copies, current copy / print rates will apply.*