



Troy Township  
Public Records  
Form RC 100

*Our Township government belongs to the citizens of Troy Township. We conduct our activities in the open and we are proud of our strong commitment to the principle of democracy.*

While not mandatory, if you fill out this form it will help us provide the public records you are requesting in a more timely fashion.

Name of Requestor \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Describe records you want to review, be specific.

---

---

---

---

---

---

---

---

---

---

Troy Township provides photocopies of public records according to the following: 10 copies or less- no charge, eleven copies or more – ten cents per page. All requests require advance payment. Mailing charges are assessed at actual cost. There is no charge to inspect records at the Troy Township buildings. Please check your preference below.

\_\_\_\_\_ I would like to inspect these records in the building when they are ready.

\_\_\_\_\_ I would like to inspect these records copied and I will pick them up when ready.

\_\_\_\_\_ I would like to inspect these records copied and mailed to me at the address on this form.

**Name of Township employee handling request** \_\_\_\_\_

**Date request completed** \_\_\_\_\_