

PUBLIC RECORD POLICY

The Sand Beach Conservancy District (SBCD) maintains Records as per the SBCD Records Retention **Policy.**

Thank you for your interest in SBCD records collection. We have developed the following procedures to help us honor your request as quickly as possible.

- **Public records requests may be made in writing, via letter or email.**
- **The cost of standard photocopies will be \$.20 per page (or permitted by law) plus postage**
- **Record Requests shall be specific in nature, date, and description to insure proper delivery.**
- **SBCD will provide records after payment is received.**

Please address all SBCD records requests to:

SAND BEACH CONSERVANCY DISTRICT

PO BOX 54

Oak Harbor, Ohio 43449

Or Email: SANDBEACHCD@outlook.com or Refer to Email Address's on Website

6-18-2020