

SUMMARY OF THE PUBLIC RECORDS POLICY OF MORROW COUNTY BOARD OF COUNTY COMMISSIONERS

Pursuant to ORC 149.43(E) (1)

INTRODUCTION

All offices, departments and agencies under the Authority of the Board of County Commissioners shall adhere to this policy in accordance with the Ohio Revised Code. The Morrow County Prosecuting Attorney may review records before release to ensure that non public records and information are protected.

PUBLIC RECORDS

For the purpose of this policy, "records" includes any document, device, or item, regardless of physical form characteristic, including electronic record as defined in Section 1306.01 of the Ohio Revised Code, created or received by or coming under the jurisdiction of any public office of the state or its political subdivisions, which serves to document the organization, functions, policies, decisions, procedures, operation, or other activities of the office. Documents in electronic mail format are records as defined by the Ohio Revised Code when their content relates to the business of the office.

RECORDS REQUESTS

Public records are available for inspection between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday, with the exception of holidays adopted by the Morrow County Board of County Commissioners. Offices, departments or agencies are not required to create public records; records requested must exist.

RECORDS REQUESTS PROCEDURES

1. The requester does not have to put a request in writing and does not have to provide his or her identity or the intended use of the requested public records.
2. Although not required, a written request which identifies the records with sufficient clarity to allow the public office to identify, retrieve, and review the records is preferred. If it is not clear what records are being sought, the record's custodian must contact the requester for clarification and should assist the requester in revising the request by informing them of the manner in which the records are kept.
3. All requests for records shall be satisfied as soon as feasibly possible.
4. All requests will be acknowledged in writing by the public office and shall present an estimated number of days to satisfy the request, an estimated cost of the copies, and any items within the request that maybe exempt from disclosure.
5. Any denial of public records requested must include an explanation, including legal authority. If portions of a record requests are public and portions are exempt, the exempt portions are to be redacted and the rest released. If there is a redaction, each redaction must accompanied by a supporting explanation, including legal authority.

COST OF PUBLIC RECORDS

The actual cost of making a copy of a public record shall be charged to the requester and required in advance. These actual costs are defined below and maybe adjusted by resolution of the Board of County Commissioners:

<u>TYPE</u>	<u>SIZE</u>	<u>COST</u>
Black & White	8 ½ X 11, 8 ½ X 14, 11X17	\$.25 each per side copied
Color	8 ½ X 11, 8 ½ X 14, 11 X 17	\$.50 each per side copied

(This is a summary only; each Office has available upon request the complete policy for review. Any questions concerning this policy, please call the Board of County Commissioner at #419-947-4085.)