



MORROW COUNTY COMMISSIONERS

80 North Walnut Street, Suite A
Mount Gilead, Ohio 43338

Commissioners:
Thomas E. Whiston
Timothy D. Abraham
Timothy R. Siegfried

Phone: (419) 947-4085
Fax: (419) 947-1860
www.morrowcountyohio.gov

The following action was taken by the Board of Morrow County Commissioners during regular session on August 30, 2021:

IN THE MATTER OF APPROVAL TO UPDATE PUBLIC RECORDS POLICY FOR MORROW COUNTY COMMISSIONERS: 21-R-623

WHEREAS, on November 21, 2007, Resolution# 07-R-739, the Morrow County Commissioners approved to adopt public records policy for Morrow County Board of Commissioners; and

WHEREAS, the Morrow County Commissioners would like to update their policy to include the Public Records Policy Poster and update the Request for Public Records Information form:

MORROW COUNTY PUBLIC RECORDS POLICY POSTER Ohio Revised Code § 149.43 (E) (2)

Citizens are entitled to access the records of their government. Morrow County will provide prompt inspection and copies of public records.

DEFINITION OF PUBLIC RECORD

Stored on a fixed medium (paper, electronic, etc.); is created, received by, or sent under the jurisdiction of a public office, and documents the organization, functions, policies, decisions, etc.

EXEMPTIONS TO PUBLIC RECORDS LAW

The confidential nature of certain types of information or records precludes their release per Ohio Revised Code 149.43 (A) (1). A listing of exemptions is available on the County website at www.morrowcountyohio.gov and/or <http://auditor.co.morrow.oh.us/>

RECORDS REQUESTS

Records requests shall be promptly prepared and made available for inspection during regular business hours within a reasonable period of time. Requested records must be identified with sufficient clarity to allow the office to identify, retrieve, and review. If the request is ambiguous, or overly broad, the request may be denied.

- Requests may be oral or in writing. To obtain public records, a written request, the requester's identify, and the intended use of the records is not mandatory.
- The requester will be informed of the manner in which records are maintained and the requester is provided an opportunity to revise the request.
- Records may be provided on paper, on the medium they are kept, or any medium that the office determines can reasonably be duplicated as an integral part of normal operations. An office representative shall make the requested copies of a public record and be present when a public record is being reviewed. The office may limit the number of requests by mail. Incarcerated persons may receive public records if the judge who imposed the sentence of incarceration or the

judge's successor finds that the information sought is necessary to support a justifiable claim of the person.

DENIAL OF REQUESTS

If a request is denied, in part or in whole, the requester shall receive a written explanation, including legal authority, why the request was denied.

COSTS FOR PUBLIC RECORDS

The requester must pay the actual cost of reproduction which does not include employee time. If copying by an outside contractor is required, the requester must pay the total cost of the contractor to the County. The County may require the requester to pay in advance. Photocopies are twenty five center (\$.25) per page, unless legally permitted otherwise and posted. The cost of video tapes, cassette tapes, computer disks, or other media shall be the cost of the media to the County. Mailing costs including mailing supplies (envelope, etc.) are also included in the cost to the requester for public records.

EMAIL

Email is subject to disclosure if the definition of a public record is met in accordance with the Public Records Act.

FAILURE TO RESPOND TO A PUBLIC RECORDS REQUEST

If a requester feels that they have been improperly denied public records, the office shall advise the requester that they may contact the public office's senior representative, request a meeting be called with the County Prosecutor, or seek legal remedy as outlined in the Ohio Revised Code.

A full version of the County's Public Records Policy may be obtained by logging onto morrowcountyohio.gov, <http://auditor.co.morrow.oh.us> by called 419.947.4085, or ask for a copy of the policy where this poster is located.

THEREFORE, Mr. Siegfried made a motion to approve the amending the policy to include the Public Records Policy Poster and updating the Public Records Information form.

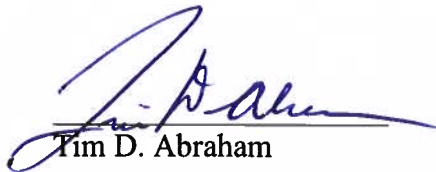
Mr. Abraham duly seconded this motion.

Roll Call Vote: ..,Mr. Abraham..., "yea" ..,Mr. Siegfried..., "yea" .., Mr. Whiston., "yea"

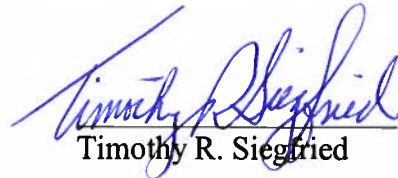
BOARD OF MORROW COUNTY COMMISSIONERS



Tom E. Whiston



Tim D. Abraham



Timothy R. Siegfried

MCC/ch