

**Board of Greene County Commissioners  
Greene County, Ohio**

**Greene County Public Records Policy  
Effective Date: September 29, 2007**

**Introduction:**

This Public Records Policy is adopted by the Board of Greene County Commissioners, and by those departments the Board supervises, in accordance with the applicable provisions of House Bill 9 (126<sup>th</sup> General Assembly), primary authority being Ohio Revised Code Chapter 149. The Board recognizes that openness leads to a better informed citizenry, which leads to better government and better public policy.

**Public Records**

In accordance with the Ohio Revised Code 149.011 (G) records are defined as including any document, device, or item, regardless of physical form or characteristic, including an electronic record as defined in section 1306.01 of the Revised Code, created or received by, or coming under the jurisdiction of a public office of the state or its political subdivisions, which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the office. Documents in electronic mail format, therefore, are records when their content relates to the business of the office. All records of Greene County in any format are public unless they are exempt from disclosure under the Ohio Revised Code 149.43 (A) (1).

It is the policy of Greene County that records will be organized and maintained so that they are readily available for inspection and copying. Records retention schedules are to be updated as necessary and also made available to the public upon request.

**Record request**

Each request for public records should be evaluated for a response using the following guidelines.

Although no specific language is required to make a request, the requester must at least identify the records requested with sufficient clarity to allow the public office to identify, retrieve, and review the records. If it is not clear what records are being sought, the request should be forwarded to and evaluated by the Records and Information Manager, who will contact the requester for clarification, and should assist the requester in revising the request by informing the requester of the manner in which the office keeps its records.

The requester does not have to put a records request in writing, and does not have to provide his or her identity or the intended use of the requested public record. It is this office's general policy that this information is not to be requested. However, the records custodian may ask for a written request and may ask for the requester's identity and/or

intended use of the information requested if (1) it would benefit the requester by helping the public office identify, locate or deliver the records being sought, and (2) the requester is informed that a written request and the requester's identity and intended use of the information requested are not required.

In accordance with Ohio Revised Code 149.43 (B), public records are to be available for inspection during regular, posted business hours, with the exception of published holidays. Public records must be made available for inspection promptly. Copies of public records must be made available within a reasonable period of time. "Prompt" and "reasonable" take into account the volume of records requested; the proximity of the location where the records are stored; and the necessity for any legal review of the records requested.

Routine requests for records should be satisfied immediately if feasible to do so. Routine requests include, but are not limited to, meeting minutes (both in draft and final form), budgets, salary information, personnel rosters, etc. If fewer than 20 pages of copies are requested or if the records are readily available in an electronic format that can be e-mailed or downloaded easily, these should be made as quickly as the equipment allows.

When contact information of the records requester is known, requests for public records must be acknowledged in writing by the public office within three business days following the office's receipt of the request. If a request is voluminous or will require research, the acknowledgement must include the following:

- An estimated length of time required to gather, review and copy (if requested) the records.
- An estimated cost if copies are requested.
- Any items within the request that may be exempt from disclosure.

Any denial of public records requested must include an explanation, including legal authority. If portions of a record are public and portions are exempt, the exempt portions are to be redacted and the rest released.

### **Costs for Public Records**

Those seeking public records will be charged only the actual cost of making copies.

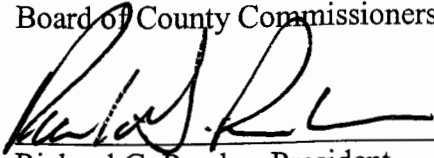
The charge for copies is established by Board Resolution. *(See attached document showing the current charges.)*

There is no charge for documents e-mailed.

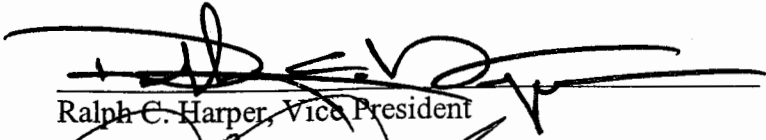
Requesters may ask that documents be mailed to them. They will be charged the actual cost of postage and mailing supplies, in addition to the copying charges.

Estimated costs for photocopying and/or mailing copies of public records are required to be paid in advance. Overpayments will be reimbursed and costs of underpayments will be notified as soon as they are realized.

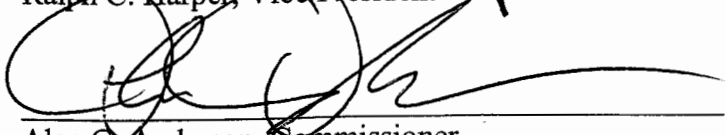
Board of County Commissioners



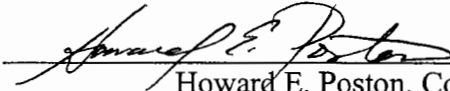
Richard G. Perales, President



Ralph C. Harper, Vice President



Alan G. Anderson, Commissioner

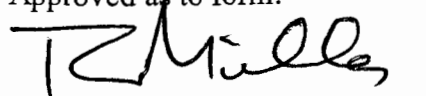


Howard E. Poston, County Administrator

Attest: Lisa Mock 10/2/07  
Lisa Mock, Clerk Date

Resolution Number: 07-10-2-5

Approved as to form:

  
Greene County  
Prosecutor's Office

GREENE COUNTY BOARD OF COMMISSIONERS

RE: Cost for Copies for Public Records Request

RESOLUTION NO. 07-10-11-6  
(Amending Res. No. 05-12-29-7)

WHEREAS, the Board of County Commissioners adopted Resolution No. 05-12-29-7 establishing the cost for copies when a public records request is made, however, it did not address the cost for providing public information on CDs, if requested; and,

WHEREAS, the Board of County Commissioners wants to include the cost for providing information on CDs in this amended resolution; and,

WHEREAS, the actual cost for the County to make a copy is as follows, and as such, this is what will be charged to those making public records requests:

<u>Type</u>	<u>Paper Size</u>	<u>Cost</u>
Black & White	8½ x 11	\$ .06 each one-sided copy \$ .12 each two-sided copy
Black & White	8½ x 14	\$ .07 each one-sided copy \$ .13 each two-sided copy
Black & White	11 x 17	\$ .07 each one-sided copy \$ .13 each two-sided copy
Color	8½ x 11	\$ .07 each one-sided copy \$ .13 each two-sided copy
Color	11 x 17	\$ .09 each one-sided copy \$ .15 each two-sided copy
CD		\$1.00 per CD

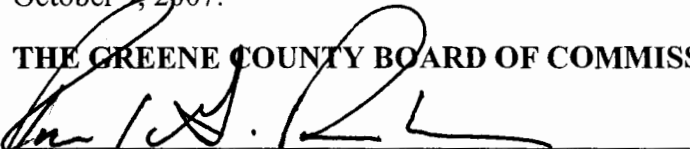
WHEREAS, if requested, the County will provide copies via ordinary U.S. Mail and charge the actual cost of postage and supplies; and,


WHEREAS, payment for such copies can be made by cash or check, made payable to the Greene County Board of Commissioners; and,

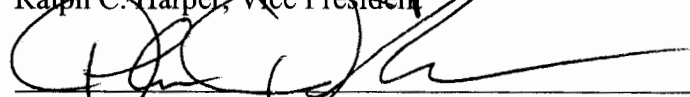
WHEREAS, the payment for copies will be given to the Board of Commissioners' Office of Finance to be paid into the General Fund.

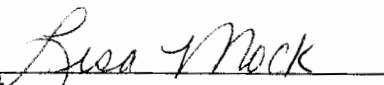
NOW, THEREFORE, BE IT RESOLVED, that the Greene County Board of Commissioners does hereby adopt this amended resolution, effective as of October 9, 2007.

THE GREENE COUNTY BOARD OF COMMISSIONERS

  
Richard G. Perales, President

  
Ralph C. Harper, Vice President

  
Alan G. Anderson

Attest:   
Clerk



Board of Commissioners

Alan G. Anderson  
Ralph C. Harper  
Richard G. Perales

35 Greene Street  
Xenia, Ohio 45385-3101

Phone: (937) 562-5006  
Fax: (937) 562-5331  
Administrator: (937) 562-5002  
Clerk: (937) 562-5165  
Dayton Line: (937) 427-2883  
www.co.greene.oh.us