

## ASHTABULA COUNTY AUDITOR

### **PUBLIC RECORDS POLICY POSTER**

Ohio Revised Code §149.43 (E)(2)

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

#### DEFINITION OF PUBLIC RECORD

Any item stored on a fixed medium (paper, electronic, etc.); that 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).

#### 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 identity, 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 Auditor. The Auditor may require the requester to pay in advance. Photocopies, video tapes, cassette tapes, computer disks, or other media shall be the cost of the media to the Auditor. Mailing costs including mailing supplies (envelope, etc.) are also included in the cost to the requester for public records. Electronic copies of requested documents are free of charge.

#### 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 Auditor's Public Records Policy may be obtained by logging onto [www.auditor.ashtabulacounty.us](http://www.auditor.ashtabulacounty.us), emailing [auditor@ashtabulacounty.us](mailto:auditor@ashtabulacounty.us) or by calling 440.576.3783, or asking for a copy of the policy where this poster is located.