



ROSS TOWNSHIP

Trustees: Keith Ballauer
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Adopted: July 16, 2020

PUBLIC RECORDS POLICY POSTER Ross Township, Butler County Ohio

Ohio Revised Code §149.43 (E)(2)

Citizens are entitled to access the records of their government. Ross Township 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)

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 Township. The Township may require the requester to pay in advance. Photocopies are ten cents (\$.10) per page, unless legally permitted otherwise and posted. The cost of flash drives, video tapes, cassette tapes, computer disks, or other media shall be the cost of the media to the Township. A charge for downloaded computer files to a compact disc is \$1 per disc. 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 Township Prosecutor, or seek legal remedy as outlined in the Ohio Revised Code.

A full version of the Township's Public Records Policy may be obtained by logging onto www.rosstwp.org or by calling 513 863.2337 x 112, or ask for a copy of the policy where this poster is located.