



GREENE COUNTY ENGINEER

Public Records Policy

Introduction

It is the policy of the Greene County Engineer that openness leads to a better-informed citizenry, which leads to better government and better public policy.

Public Records

This office, in accordance with the Ohio Revised Code 149.011(G), defines records as: 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 any 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. All records of the Greene County Engineer are public unless they are exempt from disclosure under the Ohio Revised Code. It is the policy of the Greene County Engineer that, as required by Ohio law, records will be organized and maintained so that they are readily available for inspection and copying.

Record Request

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(s). The law does permit the office to ask for a written request, the requester's identity, and/or the intended use of the information requested, but only if (1) a written request or disclosure of identity or intended use would benefit the requester by enhancing the office's ability to identify, locate, or deliver the public records that have been requested; and (2) the requester is first told that a written request is not required and that the requester may decline to reveal the requester's identity or intended use.

Public records are to be available for inspection during normal business hours. 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.

In processing the request, the office does not have an obligation to create new records or perform a search or research for information in the office's records. An electronic record is deemed to exist so long as a computer is already programmed to produce the record through the office's standard use of sorting, filtering, or querying features. In processing a request for inspection of a public record, an office employee may accompany the requester during inspection to make certain original records are not taken or altered.

Please note that if we have denied your request because it is broad, ambiguous, or doesn't reasonably identify our records, we will provide you with information about how our records are maintained and if you wish, you may revise your request for the records. 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 paper copies per page is below or the amount required by law. There is no charge for documents e-mailed provided the requested documents can be copied and sent via e-mail. Requester may ask that the documents be mailed to them. They will be charged the actual cost of postage and mailing supplies, in addition to the charges set under the costs for public records section. The Greene County Engineer will attempt to provide requested copies on a medium preferred by the Requester if time and resources permit; however the Engineer is not required to change the formatting of a requested document to facilitate copying on a medium preferred by the Requester.

<u>Type</u>	<u>Paper Size</u>	<u>Cost</u>
Black & White	8½ X 11	\$.06 each one-sided copy and \$.12 each two-sided copy
Color	8½ X 11	\$.07 each one-sided copy and \$.13 each two-sided copy
Black & White	8½ X 14, 11 X 17	\$.07 each one-sided copy and \$.13 each two-sided copy
Color	8½ X 14, 11 X 17	\$.09 each one-sided copy and \$.15 each two-sided copy
B&W / Color	24 X 36	\$.50 each
B&W / Color	36 X 48	\$.60 each

