



OPEN RECORDS POLICY

- Public Records are any documents-electronic, e-mail or paper that relate to the business or activity of the office.
- Records are available Monday through Friday during regular, posted business hours, with the exception of published holidays.
- Those seeking public records will be charged only the actual cost of making copies, and mailing costs, if applicable.
- If the records are readily available, they will be given out immediately.
- If the records need to be researched or reviewed, you will be sent a written response and/or the records in no more than three business days.
- The full public records policy is available upon request.

Greene County Archives

535 Ledbetter Road, Xenia, Ohio 45385

Telephone: 937-562-6487

Email: robin.heise@greencountyohio.gov
