



PUBLIC RECORDS POLICY POSTER

Ohio Revised Code 149.43 (E)(2)

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

DEFINING AND ORGANIZING PUBLIC RECORDS

Records that document the work of the Clinton County Probate Court office are public, unless they are exempt by law from disclosure. Public records laws apply to records in any format, including those that exist on paper, electronically (for example, email), or on any other media.

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.

EXEMPTIONS TO PUBLIC RECORD LAW

The confidential nature of certain types of information or records precludes their release per Ohio Revised Code 149.43 (A)(1). A listing of exemptions is available on the County Website at <https://co.clinton.oh.us/>

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 County. The County may require the requester to pay in advance. Photocopies are ten cents (\$.10) per page, unless legally permitted otherwise and posted. The cost of video tapes, cassette tapes, computer disks, or other media shall be the cost of the media to the County. Mailing costs including mailing supplies (envelope, etc.) are also included in the cost to the requester for public records.

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 County Prosecutor, or seek legal remedy as outlined in the Ohio Revised Code.