



Sandusky County

Public Record Request Poster

Records Defined: Sandusky County, in accordance with the Ohio Revised Code, defines records as including the following: Any document – paper, electronic (including, but not limited to, e-mail), or other format – that is created or received by, or comes under the jurisdiction of a County office which documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office, except those records that are otherwise identified as exempt under Ohio Public Records Act, or the release of which is prohibited by State or Federal law.

Record Request: All record requests must be submitted to the SCAA, or his or her designee. Name of designee(s): Clerk of Courts Staff

Print Name

Print Name

1. Any individual or organization wishing to inspect or obtain copies of public records must identify the records requested with sufficient clarity to allow the County office to identify, retrieve, and review the records.
2. Although the individual or organization wishing to inspect or obtain copies of public records is not required to submit a public record request in writing; nor are they required to provide his or her identity, or the intended use of the requested public record, it is recommended a Public Record Request Form (SCPR-10) be completed in writing to enhance the ability of the County to comply with the request.

Inspection: Public records are to be available for inspection during regular County business hours, with the exception of published holidays. However, not all records are available for inspection upon demand. Ohio Public Records Act specifies public records must be made available for inspection *promptly*, and copies of public records must be made available within a *reasonable* period of time.

1. "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. Records must often be reviewed and non-public information redacted before inspection can be permitted.

Fees for Copying of Public Records: The SCAA will provide copies of records at cost - in accordance with said County Office's copy fee schedule. Fees must be paid in advance before copies will be provided.

If you wish to review the policy (Inspection, Release, and Retention of Public Records) in its entirety, please contact the Appointing Authority, or his or her designee. Sandusky County will conform to the requirements of the Ohio Public Records Act as described in Section 149.43 of the Ohio Revised Code. Any amendments to this section of law take precedence over this policy.