

## VILLAGE OF ADDYSTON, OHIO

### PUBLIC RECORDS POLICY

Access to information concerning the conduct of people's business is the right of every person in this state. Records of the Village of Addyston which are not exempt from disclosure under the law are available for inspection and copying in accordance with the Ohio Public Records Act.

Requests for records may be during regular business hours to: The Village Clerk's Office, 235 Main Street, PO Box 536, Addyston, Ohio 45001. Phone 513-467-3619 or [addyclerk@addystonohio.org](mailto:addyclerk@addystonohio.org)

You may view the records you have requested at all reasonable times during the regular business hours of this office. If you wish to view public records of our office, we will promptly make them available to you. If you wish to receive copies of records, we will provide them within a reasonable period. "Prompt" and "reasonable" consider the volume of records requested; the proximity of the location where the records are stored; and the necessity of any legal review of the records requested.

Once we have received your request, we will provide our response or acknowledge your request and provide you with an estimation of when you should expect our response, an estimated cost if copies have requested, and the items (if any) that we expect may be exempt from disclosure. If at any time prior to completing our response, we believe our response will take longer than initially estimated (because of the legal review); we will inform you of this charge.

***It is within your rights not to: Disclose your identity to the Village Clerk's Office when you request records (you will be given a "public records request number" which we will use to track our communications with you and our response(s) to your request(s). Provide our office with a written request and provide a reason why you have requested these records.***

If any portion of your request for records must be denied because of the records are exempt from disclosure under the law, we will inform you which records you have requested are not public by clearly marking the portion "redacted" or we will explain which portions of the record(s) have been redacted. In addition, we will provide you with the legal authority upon which we have relied.

Please note that if we have denied your request because it is overboard, 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.

A fee for copies of public records may be charged which covers the direct costs of duplication incurred by the Village Clerk's office; currently this fee is \$.05 per page and \$1.00 for CD-ROM. In addition, actual cost of postage or other delivery may be charged. We may require payment of these fees prior to processing your request. It is the policy of the Village Clerk's office to waive charges to a requester for duplication of twenty (20) pages or less per month. Feel free to ask our Village Clerk's office any questions you may have about public records.

2/24/2014