

**BOARD OF COUNTY COMMISSIONERS
ERIE COUNTY, OHIO**

PUBLIC RECORDS POLICY

This public office will provide copies of any public records as permitted by law.

1. In order to ensure that accurate information is provided when responding to requests, it is recommended, but not required, that requests be submitted in writing. The requestor is not required to provide their name or the reason for the records request.
2. The Erie County Prosecuting Attorney may review records before release to ensure that nonpublic records and information are protected.
3. A fee of \$.05 (five cents) per copied page will be collected for the actual cost of the copies, unless a specific fee is otherwise established by statute. A deposit may be requested. Unusual copies may cost more than \$.05 per page, i.e., maps, plats or large prints. Costs will not include the cost of labor. Costs for copies and mailing may be collected in advance.
4. If a public records request is denied, this office will provide a reason for the refusal. A written reason will be provided if the records request was made in writing. Any redactions made to a document will be clearly visible or the type of information redacted will be detailed.
5. Records will be provided in the medium they are retained, i.e., paper, disc or electronic mail. However, if the person responsible for the public record determines that it can be duplicated upon another medium, a request can be made to have the record duplicated upon another medium, per O.R.C. Section 149.43(B)(2). There will be a charge for the cost of materials only.
6. This office is not required to create a record.
7. A full copy of the Erie County Commissioners' Office Public Records Policy is available for review at the office of the Clerk of the Board, 2900 Columbus Avenue, Room 322.