

MUNSON TOWNSHIP PUBLIC RECORDS POLICY POSTER

All records of the office of MUNSON TOWNSHIP are public, unless they are specifically exempt from disclosure under the Ohio Revised Code. "Record" includes any document or device, whether in paper, electronic, or another format, which is created or received by or coming under the jurisdiction of this office, and which documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office.

A full copy of the Munson Township Public Records Policy is available for review at the Munson Township office, 12210 Auburn Road, Chardon OH 44024.

Record Requests

No specific language is required to make a request, but the requestor must identify the records with sufficient clarity to allow the office to identify, retrieve, and review the records. If it is not clear what records are being sought, the office staff should ask the requestor for clarification, and should assist the requestor in revising the request by informing the requestor of the manner in which the office keeps its records.

A requestor

- 1) Does not have to make the request in writing – the request can be in writing or verbal
- 2) Does not have to provide his or her identity
- 3) Does not have to disclose the intended use of the requested public record

Processing Requests

In processing the request, the office does not have an obligation to create new records or perform a new analysis of existing information.

Inspection of public records must be made available promptly. The office is staffed between 9am-3pm weekdays, with the exception of published holidays. Copies of public records will be made within a reasonable period of time. "Prompt" and "reasonable" take into account the volume of records requested, the proximity of the location the records are stored, and the necessity for any legal review of the records requested. In processing a request for inspection of a public record, an office employee must accompany the requestor during inspection to make certain that original records are not taken or altered.

All requests for public records must either be satisfied or acknowledged in writing by the Munson Township office within three business days following the office's receipt of the request.

The Munson Township office may provide copies of public records on paper, on the medium on which they are kept, or on any other medium the office determines is reasonable. If portions of a record are public and portions are exempt, the exempt portions will be redacted and the rest released. Denial of all or any part of any public record requested shall include an explanation for the denial, including legal authority.

Costs for Public Records

There is no charge for viewing (inspecting) public records.

Costs for copies of public records (actual costs):

- Paper copies - 10 cents per page.
- Downloaded computer files on a compact disc – \$1 per disc.
- Electronic records e-mailed to the requestor – no charge.

If a requestor asks that documents be mailed, he or she will be charged the actual cost of the postage and mailing supplies. A requestor may be required to pay in advance for mailing costs.