

## **HOLMES COUNTY RECORDER PUBLIC RECORDS POLICY**

The ability to access the records maintained by the office of the Holmes County Recorder is a means by which we build trust between the public and this Office.

In accordance with the State's Public Records Act and the Holmes County Records Commission, the Holmes County Recorder has adopted a Schedule of Records Retention and Disposition (RC-2) that identifies the records maintained in this Office. All records of this office are public unless they are specifically exempt from disclosure under the Ohio Revised Code.

This Office, 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 this Office that documents the organization, functions, policies, decisions, procedures, operations, or other activities of this Office.

All public records kept in this Office may be viewed by any person during regular business hours between 8:00 a.m. and 4:30 p.m., Monday through Friday. As required by Ohio law, the records maintained in this Office are organized so that they are readily available for inspection. Upon request, copies of the records will be given within a reasonable period of time. See ORC 149.43(B)(1)

Records requests can be made in person or by mail, phone, fax or e-mail. Requests do not need to be made in writing and the requester does not need to reveal his or her identity or the intended use of the requested public record. Delivery of records will be made according to the wishes of the requester, as long as that method of delivery is available to this Office. Payment in advance is required. If records are requested to be delivered by mail, the cost of postage and mailing supplies will be charged to the requester.

In the event that a request is overly broad or otherwise difficult to understand, the requester will be provided an opportunity to clarify the request. If a request is denied, the requester will be given an explanation, including legal authority.

\*Effective April 6, 2009, military discharges are no longer a public record. Only an authorized party will be able to request non-redacted copies from this Office. Please consult with our staff about the details of this new law.

