



## PUBLIC RECORDS POLICY

The Fulton SWCD Board of Supervisors in concordance of Section 149.43 of the Ohio Revised Code has set forth the following policy concerning the release of public records information from our office.

Upon written request the District office will make copies of public records available within a period of five working days from the time of the request. A reproduction charge of 15¢ per 8½" x 11" sheets will be assessed; other sized copies will be 25¢ each.

For the purposes of this policy "request" will be interpreted as a signed written request for a specific document or set of documents. In no case will the District office create documents that do not currently exist for the purpose of satisfying a request.

Furthermore, for these purposes a record is interpreted as: any document, device or item, regardless of physical form or characteristic (i.e. paper documents, photocopies, maps, drawings, photographs, e-mail, computer disks, and audio or video tape recordings) that is created by, received by or comes under the jurisdiction of the Fulton SWCD office and serves to document the organization; its functions, policies, decisions, procedures, operations, or other activities.

In addition, it will be the policy of the Fulton SWCD to provide notification to person/persons whose records are being requested that a request for public information has been made under Section 149.43 of the Ohio Revised Code, as well as provide a description of the materials requested.

This policy does not apply to personal information about District cooperators such as social security numbers, driver's license numbers, unlisted cooperator phone numbers, or medical information. Nor does it apply to information that addresses trade secrets or propriety information critical to the operation of a client's business and/or farm.

For the purposes of this policy when a request is made for release of public records request, the proper response by District staff handling the request shall state: "we'll be happy to allow inspection or provide copies to the extent permissible as soon as our legal staff counsel has had an opportunity to review the documents".

The District shall keep a log of requests made for the inspection and copying of public records.