

Lorain County Economic & Industrial Development Corporation

PUBLIC RECORDS POLICY POSTER

THE COMPLETE POLICY AND ANY PUBLIC RECORDS MAY BE OBTAINED AS FOLLOWS:

CONTACT PERSON: Michael Bores, Economic Development Specialist III
LOCATION: Lorain County Community Development
CONTACT TIMES: 8:00 a.m. – 4:30 p.m.
COST: Records may be inspected without cost

Paper copies are 5 cents per page (first five are free), unless a specific fee is otherwise established by law.

Copies in other medium are charged at actual cost.

Payment for copies must be made in advance. Correct change only or Checks made payable to Lorain County Treasurer. Once invoice receipt has been received from the Commissioners Budget Department, documents will be released.

AVAILABILITY: Records will be made available promptly and within a reasonable time to allow exempt information to be redacted in accordance with Ohio Revised Code 149.43.

LORAIN COUNTY ECONOMIC & INDUSTRIAL DEVELOPMENT CORPORATION PUBLIC RECORDS POLICY

- 1.0 Contact Person: Michael Bores, Economic Development Specialist III
 Location: 226 Middle Avenue RM 400, Elyria, Ohio 44035
 440-328-2413 / 440-328-2349 fax
 mbores@loraincounty.us
- Contact Times: 8:00 a.m. – 4:30 p.m.
 Contact person will have readily available a copy of the
 records policy and retention schedule.
- 2.0 Cost: 5 cents per page (first five are free).
 (Unless specific fee established by law.)

Responding to Requests:

- 3.1 All responses to records requests are to be made in compliance with Ohio Revised Code Section 149.43. This policy is intended to summarize these provisions. Any interpretation of this policy or matters not specifically provided for herein shall be in accordance with ORC §149.43.

Records are to be organized so as to be available promptly and within a reasonable time after allowing for examination and redaction of exempted information. This may include seeking legal assistance.

- 3.2 Records custodian cannot require requester to provide identity or reason for request. Records custodian may ask for the requester's identity, about the intended use, or that the request be in writing, if it would help to identify, locate, or deliver the requested records. However, the Records custodian must disclose to the requester the following:

You are not mandated by law to make your request in writing and you may decline revealing your identity or intended use.

Records Custodian is not required to allow requester to make copies.

- 3.3 If request is refused, an explanation for the refusal must be provided, which includes the legal authority. If request is in writing, refusal must be in writing.

If refusal is because request is overly broad, ambiguous, or worded so one cannot identify records, Records Custodian must inform requester how records are maintained and accessed to assist requester in revising request.

If redactions (deletions of exempt information) are made to records, must notify requester of redactions and make redactions plainly visible.