

MUSKINGUM COUNTY PUBLIC RECORDS POLICY

The following is a summary of the Public Records Policy for Muskingum County. Full copies of the Public Records Policy are available upon request at the Commissioners' Office.

PUBLIC RECORDS REQUESTS

Requests should be made directly to the department maintaining the documents sought. If necessary, staff will assist with identifying the appropriate department(s).

Individuals requesting access to inspect public records and/or to receive copies of public records are not required to reveal their identity or the reason for their request. However, the requester must identify the records with sufficient clarity to allow the records to be located. Some records and information are exempt from public records laws. The requestor will be informed if the record is exempt or contains exempt information that was redacted.

FEE SCHEDULE

Unless a different fee is required by law, the requestor will only be charged the actual cost of making the duplication. The fees associated with the request must be paid in advance. Each office has determined the actual cost of record duplication for that office.

PUBLIC RECORD PRODUCTION

All public records shall be promptly prepared and made available for inspection to any person at all reasonable times during regular business hours. "Prompt" and "reasonable" take into account the volume of records requested, the proximity of the location where the records are stored, and the necessity for any legal review of the requested records.

GRIEVANCES

Any Requester with a grievance regarding the County's compliance with the Public Records Policy may contact the Commissioners' and/or review remedies listed in the Ohio Revised Code 149.43(C)(1).