

AMBERLEY VILLAGE'S PUBLIC RECORDS POLICY

Definition of Public Record

Amberley Village, Hamilton County, Ohio, in accordance with the Ohio Revised Code, defines the term "Public Record" as including the following: any document – paper, electronic (including, but not limited to, e-mail), or other format – that it created or received by, or comes under the jurisdiction of a public office that documents the organization, functions, policies, decisions, procedures, operation, or other activities of Amberley Village agencies.

Records Requests

Although no specific language is required to make a request, the requester must at least identify the records requested with sufficient clarity to allow the designated employee(s) or agents of Amberley Village to identify, retrieve, and review the records. The requester is not required to provide his or her identity.

Inspection & Processing of Records Request

Public records shall be made available in a prompt and reasonable manner for inspection during regular business hours at the offices of Amberley Village, with the exception of published holidays. "Prompt" and "reasonable" take into account the volume of the record requested; the proximity of the location where the records are stored; and the necessity for any legal review of the records requested.

Production of Public Records Requests

Each request for public records will be evaluated for an estimated length of time required to gather the records requested. If fewer than 20 pages of copies are requested or if the records are readily available in an electronic format that can be readily electronically copied, or downloaded easily by the requester, the aforementioned files, copies, or data will be made as quickly as Village technology allows. All requests for public records to Amberley Village will either be satisfied or acknowledged in writing by the Village within three (3) business days following the receipt of the request.

Costs for Public Records

Paper:

- The charge for 8.5"x11" paper copies shall be \$0.15 per page
- The charge for 8.5"x14" paper copies shall be \$0.15 per page
- The charge for 11"x17" paper copies shall be \$0.15 per page
- The charge for oversized plans, prints or other documents shall be \$5.00 per sheet
- The charge for outsourced plans, prints or other documents shall be the actual costs incurred by the Village as invoiced by the designated third-party vendor

Electronic Copies, Audio Recording, & Digital Media

- The charge for downloaded computer files to a compact disc shall be \$2.00 per disc
- The charge for DVD recordings of public meetings shall be \$5.00 per disc
- The charge for audio cassette recordings of public meetings shall be \$2.00 per cassette tape

Transmittal via Regular Mail or Courier Service

Requesters may ask that documents be mailed to them or delivered to them via courier service. Requesters shall be charged the actual cost of the postage and mailing supplies, or the actual cost of effecting delivery via the designated courier service.

Electronic Message (EMAIL) Records

Documents in electronic mail format may be public records as defined by the Ohio Revised Code when their content relates to the business of the office.