

# Village of Hebron Public Records

The Village acknowledges that it maintains many records that are used in the administration and operation of the Village. The records maintained by the Village and the ability to access them are a means to provide trust between the public and the Village. The Village maintains its records in a manner which allows it to provide the general public prompt inspection of its public records, and copies of these records within a reasonable amount of time during regular business hours Monday–Friday from 9 a.m. - 5 p.m. (except holidays).

## Village of Hebron’s Public Records Policy:

All records of the Village of Hebron are public, unless they are specifically exempt from disclosure pursuant to the Ohio Public Records Act. “Record” includes any fixed document or device, whether paper, electronic, or other format, which is created, received or sent under the jurisdiction of this office and which documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office.

### Scope

The Village has a designated employee who serves as the custodian of all records maintained by the office. The Village’s public records policy is located with the (1) records custodian; (2) at every location in which the public may access the Village’s records; and (3) the Village’s policies and procedures manual.

The Village has a schedule of records retention (RC-2). The Village’s RC-2 is located at every location in which the public may access the Village’s records.

This is the Village’s public records policy poster. The Village’s poster is visible at every location in which the public may access the Village’s records.

### Records requests

No specific language is required to make a request, but the requester must identify records with sufficient clarity to allow the office to identify, retrieve, and review the records. If it is not clear what records are being sought, the records custodian should ask the requester for clarification, and assist the requester in revising the request by informing them of the manner in which this office maintains and accesses its records.

In addition, the requester need not put a request in writing, provide his or her identity, or disclose the intended use of the requested records. However, filling out the Village’s RC100 Form will help the Village in providing prompt inspection and copies of public records in a reasonable period of time

## **Production of requested records**

Inspection of public records must be made available promptly. Copies of public records must be made within a reasonable period of time. “Promptly” and “reasonable period of time” take into account the volume of records requested, where the records are stored, and time for any legal review and/or redaction. Records prepared for inspection may be viewed during regular business hours (Monday – Friday, except for Holidays, 9 a.m. until 5 p.m.).

The Village of Hebron will provide copies of public records on paper, on the medium on which they are kept, or on any other medium the office determines it reasonably can duplicate the records as an integral part of normal operations.

If portions of a record are public and portions are exempt, the exempt portions will be redacted and the rest released. Denial of all or any part (**redaction**) of any public record requested shall include an explanation for the denial, including legal authority.

## **Costs for public records**

- There is no charge for viewing (inspecting) public records.
- Copies of public records may be charged at the following rates (actual costs), and the requester must pay for the copies in advance:

Paper copies of letter or legal size documents – There is no charge for 24 copies or less  
.05 cents per page beginning with the 25<sup>th</sup>

Downloaded computer files on a compact disc – \$1 per disc. (The requestor supplies disc)

Electronic records e-mailed to the requester – no charge.

All other fixed mediums – the actual replacement cost for the fixed medium.

- Requesters may have records mailed to them by paying this office the actual cost of postage and mailing supplies. The requester must pay for the postage and mailing supplies in advance.

## **Grievances**

If a person allegedly is aggrieved due to the inability to inspect a public record or due to the inability to receive a copy of the public record, the person shall be advised that they may:

- a. Contact the Village Administrator.
- b. If the person is not satisfied after contacting the Village Administrator they shall be advised that Ohio Revised Code section 149.43 provides a legal means for addressing his or her complaint in these disputes.

## **Training**

The Village continues to update and address all education, training, disclosure, and policy requirements mandated by R.C. § 109.43 and R.C. §§ 149.43(E)(1)(2).

**Public Records Custodian:** Christina Furbee

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