



Harrison County Commissioner's Public Records Policy

The Harrison County Commissioner's Office acknowledges that it maintains many records that are used in the administration and operation of the Commissioner's Office. The records maintained by the Commissioner's Office and the ability to access them are a means to provide trust between the public and the Commissioner's Office. The Commissioner's Office maintains its records in a manner which allows the office to provide the public prompt inspection of public records within a reasonable time during regular business hours. Monday through Thursday from 8:00 a.m. until 4:00 p.m.



**Public Records Policy of
Harrison County Commissioners' Office
Harrison County, Ohio**

INTRODUCTION

We are an open government. We welcome participation by our citizens. We believe openness leads to a better-informed public, which leads to more transparent government and better public policy. Citizens are entitled to access government records and the Public Records Act should be interpreted liberally in favor of disclosure.

HOURS AND COSTS

You may make public records requests at the Commissioners' Office in the Harrison County Courthouse between the hours of 8:00 A.M. and 4:00 P.M. Monday through Thursday, excluding government holidays.

For copies of public records on 8.5 x 11-inch one sided paper in black ink, the copy cost is five cents per page. We accept cash (correct change) or a check written out to the Harrison County Commissioners. We may require you to pay the estimated copy costs before copies are made. All other copies (photos, disks, etc.) will be provided at actual cost. If records are mailed to you, we may charge you, in advance, postage and the cost of mailing materials.

HOW TO MAKE A PUBLIC RECORDS REQUEST

We will provide prompt inspection of public records and copies of public records in a reasonable period of time. When you make a request, we will ask you to complete a Public Records Request Form, which will help us locate the records and expedite your request. You are not legally required to fill out the form, identify yourself, or give the purpose of your request. If the records cannot be provided while you wait, we will contact you when the records are available. Carri Graham is the Records Custodian and can be contacted at cgraham@harrisoncountyohio.org or 740-942-4623.

DEFINITION OF PUBLIC RECORDS

Under Ohio law, public records are those items that meet all the following elements:

- 1 Any document, device, or item, regardless of physical form or characteristic, including an electronic record.
- 2 That is created or received by, or coming under the jurisdiction of a public office; and

3. That documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office. This does not include records kept for our administrative convenience.

RECORDS THAT WILL NOT BE RELEASED

Under Ohio law, some records that meet the above three elements will still be withheld from release because state or federal law makes the record confidential. Some commonly requested records that are confidential include:

1. Attorney-client privileged information and trial preparation records
2. Social Security numbers
3. Records of ongoing investigations
4. Medical records
5. BMV records
6. Records that a judge ordered to be sealed per a statute

Peace Officer, firefighter, EMT, prosecutor, assistant prosecutor, children's services worker, or corrections officer, Residential and Family Information [R.C. 149.43 (A)(7)];

LIMITATIONS

We may limit the number of public records mailed to you, unless you certify in writing that you do not intend to use the records for commercial purposes.

We will not provide copies of public records that we create or receive after your original request is completed.

QUESTIONS OR CONCERNS

If you have questions or concerns about Ohio Public Records law, please contact your state legislator. You can find contact information at www.Ohio.gov.