

**NORTHERN OHIO RURAL WATER
PUBLIC RECORDS REQUESTS
POLICY**

According to Ohio's Public Records Act, Chapter 149 of the Ohio Revised Code, upon request, all public records responsive to the request must be promptly prepared and made available for inspection at all reasonable times during regular business hours. Copies of public records, if the limited availability of staff to process all requests for public information, the following guidelines will be observed:

Requests for Public Records

1. All requests for public records must be directed to the Records Officer of Northern Ohio Rural Water. Requests made in person must be done during normal office hours, 8:00A.M. to 4:30 P.M. weekdays, excluding Saturdays, Sundays and holidays.
2. Records may be requested orally or in writing. The records requested or information desired must be described by the requesting party with sufficient detail so that the records can be reasonably identified.
3. All costs associated with duplication or transmission of public records in response to a request must be paid in advance.
4. Requests do not need to be in writing, nor is it required that the requesting party's identity or the intended use of the request need to be disclosed. However, NORW may request that a request for records be in writing, may ask for the requesting party's identity, and/or may inquire about the intended use of the information if such information would benefit the requesting party by enhancing the ability of NORW to identify, locate, or deliver the public records sought and if NORW informs the requesting party that a written request or disclosure of identity or intended use is not mandatory.
5. NORW may deny a request if a requesting party makes an ambiguous or overly broad request or has difficulty in making a request such that NORW cannot reasonably identify what public records are being requested. However, in such cases, NORW will provide the requesting party with information pertaining to the manner in which public records are retained and accessed so that the requesting party may revise the request if so desired.
6. If a request is denied, reasons for the denial will be provided to the requesting party in writing.
7. All redactions in records produced will be either disclosed to the requesting party or made plainly visible in the records.

8. If copies are requested, the requesting party may choose to have the record duplicated upon paper, upon the same medium in which the record is kept by NORW, or upon any other medium if NORW can reasonable duplicate it as an integral part of its normal operations.
9. If duplication of the record or information cannot occur immediately due to the limited availability of staff, the requesting party will be advised when the information will be available for receipt upon return of the requesting party. Generally, the record or information will be available no longer than (5) business days from the request.
10. If the requesting party so desires, the record or information may be mailed or delivered by other reasonable means provided that prepayment of the costs of the transmission be made.

Charges for Duplication and Transmission of Public Records:

1. Advance payment of any charges for duplication or transmission of copies to requesting party is required. ¹
2. The charge for duplication of documents capable of being reproduced at Northern Ohio Rural Water are as follows:

One-sided letter size (8 ½" x 11")	\$.15 per page
One-sided legal size (8 ½" x 14")	\$.15 per page
One-sided oversize (11" x 17")	\$.15 per page
Two-sided letter size (8 1/2" x 11")	\$.30 per page
Two-sided legal size (8 ½" x 14")	\$.30 per page
Two-sided oversize (11" x 17")	\$.30 per page

3. The charge for copies of:

Documents on microfilm or microfiche \$.25 each

Copies of blueprints, maps, plats, or other documents not covered above shall be the actual cost for outside production.

¹Customers of Northern Ohio Rural Water shall not be charged for one duplicate copy of their water user agreement or a monthly water bill. In the event more than one duplicate copy is requested, the above charges will apply.

4. The charge for large, single documents not covered above (i.e., blueprints, Maps, plats, etc.) shall be the actual cost to Northern Ohio Rural Water for outside reproduction.

5. The charge for books and other multi-page volumes printed by Northern Ohio Rural Water (i.e., annual budget, comprehensive grant, various financial reports), shall be the cost to Northern Ohio Rural Water for outside reproduction.
6. The charge for a certified copy of a public record shall be \$1.00 per page.
7. The charge for photographic reproductions shall be:

5" x 7' prints	\$3.00 each
8" x 12" prints	\$4.00 each
Slides	\$1.00 each
8. The charge for copies of dvds, cds, cassette tapes or video tapes shall be the cost to Northern Ohio Rural Water for outside reproduction.
9. Charges for items not contained herein shall be the cost to Northern Ohio Rural Water for outside reproduction.

Records and Information Exempt from Disclosure

1. Some records or information maintained by Northern Ohio Rural Water are not "public records" but are protected, confidential records under Ohio and Federal law.
2. Examples of confidential records are (this list is not exhaustive):
 Infrastructure records,² security records, medical records, records pertaining to adoption, probation, and parole proceedings, records pertaining to actions and appeals under R. C. 2151.85 (juveniles seeking abortions), records listed in 3107.42 (A) (relating to adoption release records), trial preparation records, records and communications protected by R.C. 2317.02 (A) (records and communications protected (records and communications by and between Northern Ohio Rural Water and its attorneys), confidential law enforcement investigatory records, records containing information that is confidential under R.C. 4112.05 (Civil Rights Commission), DNA records per R.C. 109.573, and records the release of which is prohibited by state or federal law.

²"Infrastructure record" is defined by R.C.149.433 as "any record that discloses the configuration of a public office's or chartered nonpublic school's critical systems including, but not limited to, communication, computer, electrical, mechanical, ventilation, water and plumbing systems, security codes, or the infrastructure or structural configuration of the building in which a public office or chartered nonpublic school is located. "Infrastructure

record” does not include “a simple floor plan that discloses only the spatial relationship of components of a public office or chartered nonpublic school or the building in which a public office or chartered nonpublic school is located” R.C. 149.433.

3. These records shall not be released unless the requesting party has submitted a signed release to examine those records.
4. In no event will records and communications by and between Northern Ohio Water and its attorneys be released, unless Northern Ohio Rural Water consents to their release.
5. In the event that a requesting party asks for information or records that are not legally permitted to be disclosed, said party then shall be notified in writing no longer than five business (5) days, by the Records Officer of Northern Ohio Rural Water that disclosure will not occur, and reasons for denial of the request will be given.