

Public Record Policy

Introduction

Records of the Logan County Land Reutilization Corporation (LCLRC) which are not exempt from disclosure under the law are available for inspection and copying in accordance with the Ohio Public Records Act. Requests for records may be made during regular business hours to:

Logan County Land Reutilization Corporation (LCLRC)
100 S Madriver St, Bellefontaine OH 43311
Phone: 937-599-7223; e-mail: logancountylandbank@lucplanning.com

Section 1. Public Records

A “public record” is defined as a record kept by a public office. A “record” is any item that is kept by a public office that is:

1. Stored on a fixed medium such as paper, electronic – including but not limited to electronic mail, or other formats;
2. Created, received, or sent under the jurisdiction of a public office
3. Documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office

If any of these three requirements is absent, the item is not a “record” and therefore not a public record.

The LCLRC is not required to create a new record in response to a public records request, even if it is only a matter of compiling information from existing records.

Section 2. Record Requests

Each request for public records should be evaluated for a response using the following guidelines:

Section 2.1 Identification of Public Records

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 LCLRC to identify, retrieve, and review the records.

Section 2.2 Format of Request

The LCLRC may ask a requester to complete a Public Record Request Form.

It is within your rights not to:

- Disclose your identity to the LCLRC when you make your request (You will be given a “public records request number): which we will use to track our communications with you and our response(s) to your request);
- Provide our office with a written request; and
- Provide a reason why you have requested these records.

Section 2.3 Response Time to Request

Once we have received your request, we may first request a review by legal counsel. Following review by legal counsel, we will provide our response or acknowledge your request and provide you with: an estimate of when you should expect our response, an estimated cost if copies have been requested, and the items (if any) that we expect to be exempt from disclosure. If at any time prior to completing our response, we believe our response will take longer than initially estimated (because of volumes of records requested or the complexity of legal review; we will inform you of this change.

You may view the records you have requested at all reasonable times during regular business hours of this office. If you wish to view public records of our office, we will promptly make them available to you. If you wish to receive copies of records, we will provide them within a reasonable period of time. “Prompt” and “reasonable” take into account the volume of records requested and the necessity for any legal review of the records requested.

Section 2.4 Denial of Public Record Requests

If any portion of your request for records must be denied because the records are exempt from disclosure under the law, we will inform you which records you have requested are not public by clearly marking the portion “redacted” or we will explain which portions of the record(s) have been redacted. In addition, we will provide you with the legal authority upon which we have relied.

Please note that if we have denied your request because it is overbroad, ambiguous, or doesn’t reasonably identify our records, we will provide you with information about how our records are maintained and if you wish, you may revise your request for the records.

Section 2.5 Records Prohibited from Release to the Public

Generally, the confidential nature of certain types of information or records precludes their release. The LCLRC may deny a request for a record maintained by the LCLRC if the record that is requested is prohibited from release due to applicable state or federal law. Please see ORC 149.43 (A)(1) for a list of records not subject to release.

The LCLRC will consult counsel if unsure whether a requested record or part of the requested record is exempt from disclosure.

Section 3.0 Costs for Public Records

Those seeking public records will be charged only the actual cost of making or transmitting copies. Employee time will not be calculated into the “actual cost” charge. The cost of record reproduction will vary upon the size, type and format of the items to be reproduced. In some circumstances, it is permissible for the LCLRC to have an outside contractor make copies and recover the cost of the service directly from the requester.

The requester may choose to have the public record duplicated:

- Upon paper,
- Upon the same medium which the record is kept, or
- Upon any other medium which the record can be reasonably duplicated, as long as the requested method and medium are an integral part of the normal operations at the LCLRC.

Section 3.1 Payment in Advance

The LCLRC may require the requester pay in advance the cost involved in reproducing or generating copies of public records.

Section 3.2 Delivery Costs to be Paid in Advance

Requesters may ask that documents be mailed to them by U.S. mail or by any other means of delivery or transmission. They will be charged the actual cost of the postage, mailing supplies, delivery or transmission. The LCLRC may require the requester to pay in advance the cost for postage, mailing supplies, delivery or transmission fees.

LCLRC public records policy created September 2019. Policy subject to change without notice.