

Cedar Lee SID Public Records Policy

It is the mission and intent of the Cedar Lee Special Improvement District (hereafter referred to as the "CLSID") to fully comply with and abide by the Ohio Public Records Act. Records of the (CLSID) that are not exempt from disclosure under the law, are available for inspection and copying in accordance with Ohio Revised Code.

DEFINING PUBLIC RECORDS

All public records kept by the CLSID are organized and maintained in such a way that they can be made available for inspection and copying. A record is defined to include the following: A document in any format – paper, electronic (including but not limited to, business e-mail) – that is created, received by or comes under the jurisdiction of the CLSID that documents the organization, functions, policies, decisions, procedures, operations or other activities of the office.

RESPONSE TIME FRAME

By request, records may be viewed during regular business hours of this office. If you wish to view them in our office, we will promptly make them available to you. Copies of public records will be made available within a reasonable time frame. "Prompt" and "reasonable" do not mean immediately; but rather take into account the volume of records requested; the proximity of the location of the stored records, and the necessity for any legal review and redaction of the records requested.

HANDLING REQUESTS

No specific language or form is required to make a request for public records. However, the requester must at least identify the records requested 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 office will contact the requester for clarification and assist the requester in revising the request by informing the requester of the manner in which the office keeps its public records.

The requester does not have to put a records request in writing and does not have to provide his or her identity or the intended use of the requested public records. It is the office's general policy that this information is not to be requested. However, the law does permit the office to ask for a written request, the requestor's identity, and/or intended use of the information requested, but only 1) if a written request or disclosure of identity or intended use would benefit the requestor by enhancing the office's ability to identify, locate or deliver the public records that have been requested; and 2) after telling the requestor that a written request is not required and that the requester may decline to reveal the requestor's identity or intended use.

In processing the request, the office does not have an obligation to create new records or perform an analysis of existing information. An electronic record is deemed to exist so long as a computer is already programmed to produce the record through simple sorting, filtering, or querying. Although not required by law, the office may accommodate the requestor by generating new records when it makes sense and is practical under the circumstances. In processing a request for inspection of a public record, an office employee must accompany the requester during inspection to make certain original records are not taken or altered.

ELECTRONIC RECORDS

Electronic records such as emails are treated in the same fashion as records in other formats, such as paper or audio recordings. Board Representatives of the CLSID are required to retain their email records and other electronic records in accordance with applicable records retention schedules.

If a document does not already exist in an electronic form, the office is not obligated to create an electronic version unless doing so was otherwise an integral part of the normal operations of the CLSID.

DENIAL or REDACTION OF RECORDS

If the requester makes an ambiguous or overly broad request or has difficulty in making a request for public records, the request may be denied, but the denial must provide the requester an opportunity to revise the request by informing the requester of the manner in which records are maintained and accessed by the office.

Any denial of public records requested must include an explanation, including legal authority. If the initial request was made in writing, the explanation must also be in writing. If portions of a record are public and portions are exempt, the exempt portions may be redacted, and the rest released.

When making public records available for public inspection or copying, the office shall notify the requester of any redaction or make the redaction plainly visible. If there are redactions, each redaction must be accompanied by a supporting explanation, including legal authority.

Copying and Mailing Costs

Those seeking public records may be charged only the actual cost of making copies, not labor. The charge for paper copies is 10 cents per page.

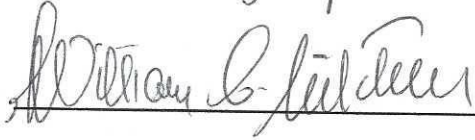
A requester may be required to pay in advance for costs involved in providing the copy. The requester may choose whether to have the record duplicated upon paper, upon the same medium in which the public record is kept, or upon any other medium on which the office determines that the record can reasonably be duplicated as an integral part of the office's normal operations.

If a requester asks that the documents be mailed, he or she may be charged the actual cost of the postage and mailing supplies. There is no charge for documents that are e-mailed.

Managing Records

The Cedar Lee Special Improvement District records are subject to records retention schedules. The office's current schedules are available at 2285 Lee Road, a location readily available to the public as required by 149.43 (B) (2), Ohio Revised Code.

Effective : 1 July, 2020



**William Mitchell, Board President
Cedar Lee Special Improvement District**