



Public Records Policy

1. All public records of the Butler County Auditor's Office shall be available upon request for inspection and copying in accordance with section 149.43 of the Ohio Revised Code and other applicable laws and regulations. However, not all information kept by this office is a public record. Some information which is not public record may be contained within a record that is itself a public record; in such case, the public record shall be made available for inspection or copies after the non-public information is redacted from the public record. The requester shall be notified of the redaction or the redaction shall be plainly visible on the redacted copy of the public record. Every redaction shall be considered to be a denial of the request.
2. Requests for records can be presented during regular business hours, Monday through Friday, 8:00am-4:30pm with the exception of published holidays and closings.
3. The record custodian shall within a reasonable period of time provide the record being requested. More detailed, complex, or voluminous requests may require additional time to fulfill; in such an event, the requester shall be notified of the estimated time needed for fulfillment of the request. The estimated time for fulfillment may also include time for legal review and/or careful handling of fragile documents.
4. If a request for public records seeks information in a form which is not kept by the office, or if the request is otherwise ambiguous or overly broad, the request may be denied, however, the requestor shall be provided with an opportunity to revise the request after being informed of the manner in which records are maintained by the office and accessed in the normal course of the office's duties.
5. The record custodian may require the requesting party to pay a portion or all of the estimated fees related thereto in advance of fulfilling the public record request. However, unless a record request falls within a provision of Ohio law which permits the cost of labor in fulfilling a record request to be recovered, fees shall be restricted to the actual cost of materials as established on the fee schedule set forth in this policy and shall not include staff time to fulfill a request. The fee for a public record image printed in the Auditor's Office is \$.05 cents per page.
6. A record custodian receiving an oral request may ask the requestor to make a written request, but must also inform the requester that a written request is not required. If the requester declines to make a written request, the records custodian shall create a written record of his/her understanding of the scope of the request and a copy of the same shall be provided to the requester; such record should describe, at a minimum, the record(s) being requested and time period covered by the request. However, in no case shall the records custodian require information

such as name, address, phone number, or other information that may be construed to identify the requesting party as a precondition to receiving public records.

7. Any denial of public records request must be accompanied by an explanation, which shall include the legal authority supporting the denial. If the request was receiving in writing, the explanation must also be in writing.