



## Public Records Policy Poster

*Pursuant to Ohio Revised Code 146.43(E)(2) and Cuyahoga County Code 106.04(I) – Last Rev. 6/24*

### Foreword.

The public records policy of the Cuyahoga County Treasurer's Office guides employees in making materials the public is entitled to by law available. The policy, summarized below, is governed by Cuyahoga County's general public records policy, the most recent version of which is available at <https://cuyahogacounty.gov/code/titles/title-1-general-provisions/chapter-106-public-records>. It is further informed by the Ohio Attorney General's open government resource manual, available at [www.ohioattorneygeneral.gov/YellowBook](http://www.ohioattorneygeneral.gov/YellowBook).

### Defining and Organizing Public Records.

Records that document the work of the Treasurer's Office are public, unless they are exempt by law from disclosure. Public records laws apply to records in any format, including those that exist on paper, electronically, or on any other media.

### Making Records Accessible.

Public records are available for inspection during regular business hours. Records must be provided promptly for inspection, and copies must be made available within a reasonable period of time.

### Processing Requests.

It is the goal of the Treasurer's Office that requests for public records be acknowledged in writing, and satisfied as quickly as is feasible (without impeding the delivery of the Office's other legal duties). No "official" language or format is required to make a request for public records, and the request does not need to be in writing. Requesters do not need to provide their identity, disclose how records will be used, or provide other identifying information. The Treasurer's Office may request this information to aid in complying with the request, but the decision to provide the information is at the requester's sole discretion.

With that said, requesters must identify requested records with enough clarity to allow the office to retrieve them. If a request is ambiguous or overly broad, the office may ask for additional information to clarify or may deny the request.

### Electronic Records.

Electronic records will be treated in the same way as records in other formats. Emails, text messages, and instant messages, for example, may be public records if their content documents the business of the office.

Records transmitted to or from private email accounts to conduct public business are subject to disclosure, and all employees or representatives of the Treasurer's Office are required to retain them in accordance with applicable records retention schedules.

### Denials and Redactions.

If the office withholds, redacts, or otherwise denies requested records, it must provide an explanation for doing so, including legal authority. If portions of a record are made public and portions are exempt, the exempt portions may be redacted while the rest are released. When making public records available for inspection or copying, the office shall notify the requester of any redaction made or make the redaction plainly visible.

### Copying and Mailing Charges.

There is no charge to inspect public records. Copies of records are available at actual cost, excluding labor. Transmission costs, including postage, packaging and related costs, may be charged. The charge for paper copies is \$0.03 per page. The charge for paper copies shall be waived when the total cost of copying is less than \$1.00. The charge for electronic copies provided on CD, USB, or other data storage device shall not exceed \$1.00 per GB of storage space available on the device. There shall be no charge for records provided electronically, with the exception of the cost of paper copies required for the production of redacted versions of such records. Payment is required in advance of production.

### Managing Records.

The records of the Treasurer's Office are subject to records retention schedules, available upon request.

### Public Records Manager.

Tammie Mileski, Cashier Manager