



Medina County Board of Commissioners Public Record Request Form

Thank you for your recent record request. The Medina County Board of Commissioners will respond in accordance to the applicable provisions of the Ohio Public Records Act.

On _____, you requested the following records/information:
Date

The record/information requested:

Legal Authority Cited

(if applicable)

Is not maintained by this office

(office will attempt to direct requestor to correct office)

Is overly ambiguous *(despite efforts to clarify)*.

Does not exist and/or no obligation to create.

Has been disposed pursuant to One Time Records Disposal or pursuant to Retention Schedule.

Is not subject to release in its entirety.

Is not subject to release, however the following redactions have been made to protect exempted information (149.43 (B)(1)-(3)):

Redaction

Legal Authority Cited

Prepared by (Dept. Head): _____

Date: _____

County Administrator Review: _____

Date: _____

Legal Review by: _____

Date: _____

Medina County Board of Commissioners

Public Records Policy

The Medina County Board of Commissioners acknowledges that it maintains many records that are used in the administration and operation of the Board of Commissioners and its departments. The records maintained by the Board of Commissioners and the ability to access them are a means to provide trust between the public and the Board of Commissioners. The Board of Commissioners maintains its records in a manner that allows the general public prompt inspection of the Board of Commissioners' public records, and copies of these records, within a reasonable amount of time during its regular business hours.

The Board of Commissioners maintains a public records policy. If you cannot find this document, please consult with one of our employees and they will provide you with a copy.