

PUBLIC INFORMATION REQUESTS

The Wood SWCD Board of Supervisors in concordance of Section 149.43 of the Ohio Revised Code has set forth the following policy concerning the release of public records information from our office.

Upon written request the District office will make copies of public records available within a period of five working days from the time of the request. A reproduction charge of 15¢ per 8½” x 11” sheets will be assessed; other sized copies will be 25¢ each.

For the purposes of this policy “request” will be interpreted as a signed written request for a specific document or set of documents. In no case will the District office create documents that do not currently exist for the purpose of satisfying a request.

Furthermore, for these purposes a record is interpreted as: any document, device or item, regardless of physical form or characteristic (i.e. paper documents, photocopies, maps, drawings, photographs, e-mail, computer disks, and audio or video tape recordings) that is created by, received by or comes under the jurisdiction of the Wood SWCD office and serves to document the organization; its functions, policies, decisions, procedures, operations, or other activities.

In addition, it will be the policy of the Wood SWCD to provide notification to person/persons whose records are being requested that a request for public information has been made under Section 149.43 of the Ohio Revised Code, as well as provide a description of the materials requested.

This policy does not apply to personal information about District cooperators such as social security numbers, driver’s license numbers, unlisted cooperator phone numbers, or medical information. Nor does it apply to information that addresses trade secrets or propriety information critical to the operation of a client’s business and/or farm.

For the purposes of this policy when a request is made for release of public records request, the proper response by District staff handling the request shall state: “we’ll be happy to allow inspection or provide copies to the extent permissible as soon as our legal staff counsel has had an opportunity to review the documents”.

The District shall keep a log of requests made for the inspection and copying of public records.

Request for Information Form

This form is not required as part of The Ohio Revised Code, Section 149.43, but as a part of the SWCD’s fiscal responsibility we acknowledge this form as an invoice of service requested by

_____ for a request of Public information.

Signature of Person Requesting Public Information

Your total request is \$_____. Please make checks payable to: Wood SWCD.
Charges are as outlined in the Public Information Request Policy.

Received by: _____
Signature of SWCD official