



MEDINA COUNTY BOARD OF ELECTIONS PUBLIC RECORDS POLICY SUMMARY 3/10/2015



PUBLIC RECORD

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 Medina County Board of Elections that documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office.

RESPONSE TIMEFRAME

Public records are available for inspection during regular business hours and should be available for prompt inspection. However, we are allowed reasonable time to retrieve, review and redact the requested records. It is the goal of the Medina County Board of Elections that all requests for public records should be acknowledged in writing or, if possible, satisfied within **10** business days following the office's receipt of the request.

HANDLING REQUESTS

Requests may be made orally or in writing. You do not need to provide your name or the reason for your request. There is no required format. However, the requester must at least identify the records requested with sufficient clarity to allow the Medina County Board of Elections 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 in revising the request by explaining the manner in which the public records are kept.

The Medina County Board of Elections does not have an obligation to create new records or perform new analysis of existing information; however we may accommodate the request by generating new records when it makes sense and is practical under the circumstances.

When personally inspecting a public document, a Medina County Board of Elections employee must be present to make certain original records are not taken or altered.

ELECTRONIC RECORDS

Records in the form of e-mail, text messaging, and instant messaging, including those sent and received via a hand-held communications device are to be treated in the same fashion as records in other formats, such as paper or audiotape.

DENIAL OR REDACTION OF RECORDS

A request may be denied if it is ambiguous or overly broad, but the denial must provide an explanation and an opportunity to revise the request. If portions of a record are public and portions are exempt, the exempt portions may be redacted and the rest released. The requestor shall be notified of any redaction or make the redaction plainly visible.

COPYING AND MAILING COSTS

Requests may indicate whether the record shall be duplicated upon paper, upon the same medium in which the public record is kept, or upon any other medium on which the Medina County Board of Elections determines that the record can reasonably be duplicated.

Requests may be charged only the actual cost of making copies, not labor. These charges are:

- Black & White photocopies = 10 cents/page (2-sided is two pages)
- Color copies = 25 cents/page (2-sided is two pages)
- Electronic Data:
 - Email = no charge
 - Disk of Countywide data = \$5.00
 - Disk of Precinct (or anything less than countywide) data = \$2.50

If requests are mailed, charges may also include the actual cost of the postage and mailing supplies.

MANAGING RECORDS

The Medina County Board of Elections records are subject to records retention schedules. The office's current schedules are available at the Medina County Board of Elections, 3800 Stonegate Dr, Suite C, Medina, OH 44256.

A copy of the full policy is available upon request.