

# Huron Soil and Water Conservation District

## District

8 Fair Road

Norwalk, Ohio 44857

Phone: (419) 668-4113 ext. #3 Fax: (419)663-8405

www.huronswcd.com



## PUBLIC RECORDS NOTICE

*This notice is designed to describe the basics of the public records policy by the Huron County Commissioners Resolution and adopted by the Huron County Soil and Water Conservation Board. It is not the entire policy.*

ORC 149.43 (E)(2)

The Huron County Soil and Water Conservation District follow Ohio law in responding to requests for public records.

This office will provide copies of any public record of this office that must be provided by law.

Because of the nature of the work of this office, some of the records that may be public **must be reviewed** by a prosecutor prior to its release to ensure that non-public records and information are protected. Such a review will take time, but will be done as promptly as possible.

If your request is for a record held by another office known to us, we will attempt to direct you to the agency that can provide you with the document.

In general, we will only request your identity, and a written request, or the reason for the request if that information will assist us in providing the documents requested. **You are not required to provide that information.** Occasionally, Ohio law requires this information to determine whether a request can be honored under the law.

**Please be aware that we are not required to create a record for you.**

**Please be aware that you are not permitted to make copies of the public records yourself.**

If a public records request is denied, this office will provide you with an explanation for the refusal. It will only provide a written reason if the request for records is made in writing. Any redactions made to a document will either be clearly visible to you, or you will be told the type of information redacted.

We reserve the right to charge for the actual costs of making copies (and any mailing costs, if applicable) of any records requested, and may require those charges to be paid in advance. For example:

Recordable CD (CD-RW)	Disk	\$1.00
Paper copy (per page)	8 ½ x 11	\$.05

We reserve the right to waive any aspect of this policy, at our sole discretion, to the extent allowed by law.

The public records policy is subject to change without notice  
Adopted 3/17/08