

RESOLUTION NO. 2012-9

A RESOLUTION APPROVING AND ADOPTING THE HAMILTON COUNTY LAND REUTILIZATION CORPORATION PUBLIC RECORDS POLICY.

WHEREAS, the Hamilton County Land Reutilization Corporation ("HCLRC") is a "public office" for purposes of R.C. 149.43, which governs public access to the records of public offices; and

WHEREAS, the Board of the Hamilton County Land Reutilization Corporation ("Board") finds that it is necessary to approve a public records policy governing the availability of documents of the HCLRC;

NOW, THEREFORE, BE IT RESOLVED by the Board of the Hamilton County Land Reutilization Corporation:

Section 1. This Board hereby adopts and approves the public records policy attached hereto.

Section 2. This Board finds and determines that the public records policy shall be posted in the offices of the Port of Greater Cincinnati Development Authority, as management company of the HCLRC.

Section 3. This Board finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken, and that all deliberations of this Board that resulted in such formal actions were held, in meetings open to the public, in compliance with the law.

Section 4. This resolution shall be in full force and effect upon its adoption.

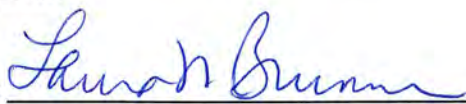
Adopted: May 16, 2012

Yeas: 7

Nays: 0



Chairperson

Attest: 

Secretary



PUBLIC RECORDS POLICY

INTRODUCTION

As a public office in the State of Ohio, the Hamilton County Land Reutilization Corporation ("HCLRC") is subject to the Ohio Public Records Act (ORC 149.43), which provides for prompt inspection of public records and requires that copies of existing public records be provided in a reasonable period of time. It is the policy of the HCLRC to strictly adhere to the State of Ohio's Public Records Act.

DEFINITIONS

Record is defined by the Ohio Revised Code and generally includes any item that is kept by a public office that: (1) is stored on a fixed medium (items such as photographs, negatives, videos, maps, voice mails, e-mails, and computer files might constitute "records"); (2) is created, received, or sent under the jurisdiction of a public office, and (3) documents the organization, functions, policies, decisions, procedures, operations, or other activities of the public office.

Public Record is defined by Ohio Revised Code and generally includes all records maintained by or for the HCLRC unless the records are specifically exempt from disclosure under the Ohio Revised Code or the disclosure of the record(s) is prohibited by state or federal law.

POLICY

Section 1. **Availability of Public Records**

It is the policy of the HCLRC that, as required by law, the HCLRC shall organize and maintain its records in a manner such that they can be made available for inspection or copying. The HCLRC will post this public records policy in a conspicuous location.

The HCLRC will provide prompt inspection of records, if requested. Public records will be available for inspection at all reasonable times during regular business hours between 8:30 a.m. and 4:00 p.m. Upon request, the HCLRC will make copies of public records available within a reasonable time and as outlined in this Policy.

Section 2. **Records Requests**

Public records requests need not be submitted in writing. The requester need not identify himself or herself, and will not be required to disclose the intended use of the requested information. Requesters are encouraged, but not required, to submit written requests that describe the documents sought in sufficient detail to assist the HCLRC in identifying the documents sought.

If a request is denied, in whole or in part, the requester shall be provided an explanation including the legal authority setting forth why the request was denied. Any information that is exempted from disclosure will be redacted from the document and the reason for the redaction noted.

Section 3. Time for Satisfying Public Records Requests

Each request should be evaluated for an estimated length of time required to gather the records. Public records must be made available for inspection promptly. Copies of public records must be made available within a reasonable time. "Prompt" and "reasonable" take into account the volume of records requested, location of records, need for legal review, and any other factors which reasonably impact the time for satisfying a public records request.

Section 4. Costs for Public Records Requests

The HCLRC will only charge its actual cost for copies, unless the cost is otherwise set by statute:

- a. First ten (10) pages of regular 8.5 x 11 pages will be provided at no charge.
- b. All pages thereafter, eleven cents (\$.11) per page (double-sided is counted as one (1) page).

Upon request, the HCLRC shall provide copies of public records via the U.S. mail or by any other means of delivery transmission. The HCLRC may transmit documents electronically if in the HCLRC's discretion, electronic transmission is feasible. There will be no charge for documents that are transmitted electronically. The HCLRC may require prepayment of the cost of copies in addition to costs associated with mailing such copies.

Section 5. Public Records Officer

The HCLRC has designated the President of the Port of Greater Cincinnati Development Authority, as management company of the HCLRC, to serve as its public records officer and records custodian.

Section 6. Application of Law

Notwithstanding the existence of this policy, the HCLRC hereby informs the public that it shall comply with the requirements of the Ohio Public Records Act, including, but not limited to, Section 149.43 of the Ohio Revised Code, and that the provisions of the Ohio Public Records Act, and any amendments thereto, supersede and take precedence over this policy. The HCLRC retains the right to amend this policy at any time in accordance with the Public Records Act.

Section 7. Effective Date and Revisions

- Effective 05/16/2012