



Public Records Policy

In Ohio, public records are the people's records, and the officials in whose custody they happen to be are merely trustees for the people. Public records in the custody of the Village are retained according to the Record Retention Policy established by the Village of New Richmond Records Commission. All public records maintained by the Village will be made available for prompt inspection and/or copying within a reasonable period of time upon the request of any member of the public.

Upon request, public records shall be copied by a Village employee and made available to the Requestor within a reasonable time during normal business hours. The Requestor may choose to have the public record duplicated (i) on paper, (ii) on the same medium upon which the Village keeps the record, or (iii) on any other medium the Village determines it can reasonably be duplicated as an integral part of the normal operations of the Village. For each paper page copied, the cost shall be ten cents (.10) per page. If the requestor is requesting copies of audio or videotapes, the requestor must provide a new video or audio tape sealed in its original packing. If the requestor desires to have the requested materials mailed, the requestor shall provide the Village with the actual mailing costs. Monies paid to the Village under this section shall be receipted with the proceeds paid to the Fiscal Officer.

Certain public records are defined by law as "exempt" from inspection and copying. If a public record contains information that is exempt from public inspection, the Village shall make available all of the information within the public record that is not exempt and the Requestor will be notified if any information is redacted or the redaction will be made plainly visible.

If it is not clear whether the record requested is one that can be released, the Village will allow inspection or provide copies to the extent permissible as soon as appropriate personnel have had an opportunity to review the request. If a request to inspect and/or copy a public record is denied in whole or in part, the Village shall provide the Requestor with an explanation that includes legal authority and sets forth why the request was denied.

If the Village cannot reasonably identify what public records are being requested, the Village will explain to the Requestor the manner in which records are maintained and accessed in the ordinary course of the public office and the Requestor will be given an opportunity to revise their request.

Questions? Please call the Village of New Richmond Public Records Administrator at (513) 553-4146.