



# Lake County Agricultural Society, Inc.

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## Public Records Policy

### Purpose

Openness leads to better informed citizenry, which leads to better government and better public policy. Consistent with the premise that government at all levels exists first and foremost to serve the interests of the people, it is the mission and intent of the Lake County Agricultural Society, Inc. (LCAS) to at all times fully comply with and abide by both the spirit and the letter of Ohio's Public Records Act.

### Defining Public Records

All records kept by the LCAS are public unless they are exempt from disclosure under Ohio law. All public records must be organized and maintained in such a way that they can be made available for inspection and copying. A record is defined to include the following: A document in any format...paper or electronic (including email) that is created, received by, or comes under the jurisdiction of the Ohio Department of Agriculture that documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office.

### Response Timeframe

All records are to be available for inspection during regular business hours. Public records must be made available for inspection in a prompt manner. Copies of public records must be made available within a reasonable period to be determined by their size, complexity, location of where they are stored and other reasonable considerations. It is the goal of LCAS that all requests for public records should be acknowledged in writing, or if possible, be satisfied within 20 business days following receipt of a request.

### Handling Requests

No specific language is required to make a public records request. However, the requester must at least identify the records requested with enough clarity to allow the office to identify, retrieve and review the records. If it is not clear, the office may contact the requester for further clarification.

A requester does not have to put a records request in writing and does not have to prove his or her identity or the intended use of the requested public record. The office does not have an obligation to create an electronic record to satisfy a request but may accommodate to an electronic record where it makes sense.

### Electronic Records

Records in the form of email, text messaging and instant messaging including those sent by hand-held devices, are to be treated in the same fashion as records in other formats such as paper or audiotape.

### Denial or Redaction of Records

If a requester makes an ambiguous or overly broad request, the request may be denied, but is the responsibility of the office to inform the requester of the format in which records are maintained and/or accessed. Any denial of public records requested must include an explanation, including legal authority for the denial. When copying records for inspection, any redactions should be plainly visible and must be accompanied by a supporting explanation including legal authority.

### Copying and Mailing Costs

Those seeking public records may be charged only the actual cost of making copies, not labor. The charge for paper copies is five (5) cents per page in black and white. If a requester asks for documents to be mailed, he or she will be charged the actual cost for postage and mailing supplies. A requester may be required to pay costs in advance. There is no charge for documents that are emailed.

### Managing Records

LCAS's records are subject to record retention schedules. The current schedules are available through the records Custodian, the Secretary/Treasurer of the LCAS, located at 1301 Mentor Avenue, Painesville Township as required by the Ohio Revised Code.

June 4, 2020

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