

Muskingum Soil and Water Conservation District Public Records Policy Summary

Policy 2.06.B

The following is a summary of the Muskingum SWCD's Public Records Policy. Full copies of the Policy are available upon request at the MSWCD office.

Public Records Requests

For public records under the District's custody, the District will follow the guidelines of Ohio's Public Records Act and Ohio Revised Code. When a request is made to the District to inspect or copy the District's public records, the Administrator shall be responsible for preparing these records for inspection and copying. The Administrator shall review the records requested for any exempted information, which will be redacted. The office shall notify the requester of any redaction or make the redaction plainly visible.

Public records are available for inspection during regular business hours, with the exception of published holidays. Records requested will be promptly prepared and made available for inspection and copying in a reasonable period of time. "Prompt" and "reasonable" take into account the volume of records requested; the proximity of the location where the records are stored; and the necessity for any legal review and redaction of the records requested.

Requests for Public Records

The requester does not have to provide his/her identity or the intended use of the requested public record. No specific language is required to make a public records request, nor does it have to be in writing. However, the requester must at least identify the records with sufficient clarity to allow the office to identify, retrieve, and review the records. The office does not have an obligation to create new records or perform new analysis of existing information. The District keeps a log of requests made for the inspection and copying of public records.

When requests are made to the District for inspecting and copying of records either entirely held or created by the USDA Natural Resource Conservation Service (NRCS), jointly held by the District and NRCS, or were jointly created by the above parties, the policy contained in the NRCS General Manual – 120 Part 408 will be followed. This part of the NRCS General Manual defines NRCS policy under the Freedom of Information Act and the Privacy Act.

Fees

Appropriate charges may be made for actual costs of copying and mailing the records. A requester may be required to pay in advance for costs involved in providing the copy.

Grievances

Any records requester with a grievance regarding the District's compliance with the Public Records Policy may contact any member of the Muskingum SWCD Board of Supervisors and/or review Ohio Revised Code 149.43(C)(1).