

Hancock Park District Public Records Request Policy

Many records under control of HPD are available to any person who requests copies in accordance with Ohio's Public Records laws and the U.S. Freedom of Information Act. All original records must stay in the custody of the HPD, but may be inspected subject to the protection of privacy rights and personal medical information HPD premises, during regular office hours, with HPD staff present.

If any individual makes a request for a copy(s) of a specified record(s) that is (are) available as permitted by applicable laws, HPD shall honor the request in a reasonable amount of time, subject to receipt of pre-paid fees to cover estimated costs (per fee schedule) associated with copying documents. If copies must be made in color, electronically reproduced (CD, DVD) or on a special printer at an offsite private copy facility, actual charges, mileage cost to off-site facility and mailing fees will be included in the final cost. For retrieval of certain documents in backfile storage or on microfilm at the Courthouse, the length of time to obtain, and cost to copy, such records will be estimated in writing on the HPD Public Records Request Form, with payments of estimated fees being made in advance of the records being copied.

No charge can be made for HPD staff time involved with filling records requests. Reasonable requests by other governmental agencies shall be provided without charge. Current or former employees shall not be charged for copies of documents from their own personnel files. The HPD Director may waive fees if the requestor is a person or agency requiring the documents for a cooperative program or project that is supported by HPD.

Requests must be made in writing, using the HPD Public Records Request Form, to ensure telephone contact information for notice to pick-up, mailing address and written estimate of costs (if any).

HPD reserves the right to verify applicable laws prior disclosure of any information to insure privacy rights and protect personal medical information. HPD is fully supportive of the public's right to know about its operations in accordance with Ohio's Public Records law.

Fee Schedule (subject to change without notice)

- No charge for copies made at HPD office for less than 10 copies of black & white (B&W) documents 8 1/2" x 14" or smaller, per person, each 6 months.
- \$.06 (six cents) per page, for B&W copies, 10 or more, 8 1/2" x 14" size or smaller.
- \$.10 (ten cents) per page, for B&W copies, for 1 or more 11" x 17" documents.
- Direct charges - All other special copying, for larger sizes, B&W and color, must be done off-site and will be charged actual costs, along with mileage to print facility and mailing.

HPD Public Records Request Form

Date Requested _____ Time _____

Requestor Name _____ Phone # ____-____-____

Mailing Address _____ Estimated Copy Cost _____

City / State / Zip Code _____ \$ _____

HPD Staff receiving request / estimating cost: _____