



Public Records Request Policy

It is the policy of the Marion County Agricultural Society to remain open to the public and to keep the members of the Society, as well as, the citizens of Marion County informed. It is our policy to strictly adhere to the state's Public Records Act.

This office, in accordance with the Ohio Revised Code, defines records as including the following: Any document that is created or received by, or comes under the jurisdiction of a public office that documents the organization, functions, policies, decisions, procedures, operations, or other activities or the office.

It is the policy of the Marion County Agricultural Society that, as required by Ohio laws, records will be organized and maintained so that they are readily available for inspection and copying.

Public records request forms can be obtained from the Secretary's office during normal business hours. Although no specific language is required to make a request, the requester must at least identify the records requested with sufficient clarity to allow the public office to identify, retrieve, and review the records. If it is not clear what records are being sought, the records custodian will contact the requester for clarification. In processing the request, the office does not have an obligation to create new records or perform new analysis of existing information.

Public records are available for inspection promptly during regular business hours, with the exception of published holidays and during fair week. In processing a request for inspection of public record, an office employee must accompany the requester during inspection. Public record copies must be made available within a reasonable period of time.

"Prompt" and "reasonable" take into account the volume of records requested and the necessity for any legal review of the records requested.

Printed public record copies will be charged only the actual cost of making copies. The charge for paper copies is \$1 per single sided page. There is no charge for emailed copies. Financial records requested will be available as a public record copy and will not be emailed.

It is the goal that all requests for public records will be satisfied or acknowledged in writing by the Marion County Agricultural Society within 3 business days following the office's receipt of the request. For any request seeking a voluminous number of copies, the acknowledgment will include an estimated number of business days it will take to satisfy the request and an estimated cost for printed copies.

All exemptions to openness are to be construed in their narrowest sense and any denial of public records requests in response to a valid request must include a written explanation, including legal authority if necessary, as outlined in the Ohio Revised Code. If portions of a record are public and portions are exempt, the exempt portions are to be redacted and the rest released. The redactions should be accompanied by a supporting explanation, including legal authority if necessary, as to why the redaction was made.

The Marion County Agricultural Society recognizes the legal and non-legal consequences of failure to properly respond to a public records request.



Records Request Form

Name: _____

Address: _____

Phone Number: _____

Email: _____

Please provide a detailed description of the record(s) requested, including: (1) type of record; (2) timeframe or dates for the records sought; (3) subject matter or keywords related to the matter. Under the Ohio Public Records Act, records requests must be sufficiently detailed to enable a government entity to identify the specific records sought.

Records Requested:

Signature

date

Completed record requests can be returned to the Office or marionfair@marioncountyfairgrounds.com