

Village of Botkins, Ohio
Resolution 26-08

**A RESOLUTION ADOPTING A PUBLIC RECORDS POLICY AND A POLICE
VIDEO RECORDS POLICY FOR THE VILLAGE OF BOTKINS**

WHEREAS, Ohio Revised Code Section 149.43 requires public offices to adopt a public records policy; and

WHEREAS, Ohio House Bill 315 authorizes law enforcement agencies to charge actual costs for preparation of video records; and

WHEREAS, the Village Council desires to formally adopt policies consistent with Ohio law;

NOW, THEREFORE, be it resolved by the Council of the Village of Botkins, Ohio:

SECTION 1

The Village Public Records Policy attached hereto is hereby adopted.

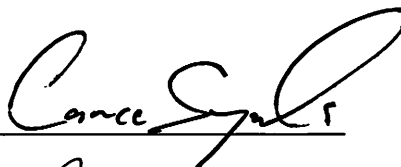
SECTION 2

The Botkins Police Department Video Records Policy attached hereto is hereby adopted.

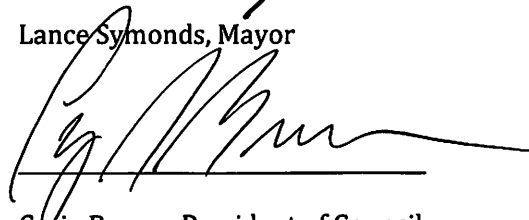
SECTION 3

This Resolution shall take effect at the earliest date permitted by law.

Adopted this 8 day of April, 2026.



Lance Symonds, Mayor



Craig Brown, President of Council

Attest:



Hannah Paul, Fiscal Officer

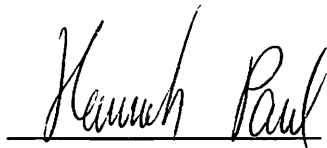
CERTIFICATION

STATE OF OHIO)

)SS:

COUNTY OF SHELBY)

I, Hannah Paul, as Fiscal Officer of the Village of Botkins, Ohio, do hereby certify that the foregoing is a true and correct copy of Resolution No. 26-08 passed by the Council of the Village of Botkins on the 8 day of April, 2026; that publication of such Resolution has been made and certified of record according to law; and that no proceedings looking to a referendum upon such Resolution have been taken.



Hannah Paul, Fiscal Officer

VILLAGE OF BOTKINS PUBLIC RECORDS POLICY

Effective Date: 5/18/2026

1. Policy Statement

The Village of Botkins is committed to transparency and will provide prompt inspection of public records and copies within a reasonable period of time in accordance with Ohio Revised Code 149.43.

Village Hall
210 S. Mill Street
Botkins, Ohio
Monday-Friday, 8:00 a.m. – 5:00 p.m.
Phone: 937-210-6265
Email: administrator@botkinsohio.com

2. Copies and Fees

Inspection – No Charge

Photocopies – \$0.05 per page

Flash Drive 8/16GB – \$7.00 | 32/64GB – \$11.00 | 128GB – \$15.00

Mailing – Actual Cost

Payment required prior to release. Cloud delivery unavailable.

3. Redactions

Exempt information will be redacted in accordance with applicable law, and the legal authority for redaction will be provided.

4. Police Video Records

Requests for police video records are governed by the Botkins Police Department Video Records Policy adopted pursuant to HB 315.

BOTKINS POLICE DEPARTMENT VIDEO RECORDS POLICY (HB 315)

Effective Date: 5/8/2026

1. Scope

Applies to body-worn camera, cruiser video, and other law enforcement video recordings.

2. Definition of Video Record

A video from one source for one start and stop recording (one distinct incident).

3. Fees

\$75.00 per hour produced per video record

Maximum \$750.00 per video record

\$75.00 deposit (first hour) required before processing begins

Payment required prior to production.

4. Critical Incident Exception

Video of an incident involving discharge of a deadly weapon at a person shall be produced at no cost within a reasonable period of time.

5. Contact Information

Botkins Police Department

207 W. South Street

Botkins, Ohio

Monday–Friday 8:00 a.m.–5:00 p.m.

Phone: 937-210-6265

Email: policechief@botkinsohio.com