

**OTTAWA COUNTY TRANSPORTATION IMPROVEMENT DISTRICT
(OCTID)
PUBLIC RECORDS POLICY**

- 1.0 Contact Person: Ronald P. Lajti, Jr., P.E., P.S.
Ottawa Co Engineer & OCTID Chairman
- Location: 8247 W State Route #163
Oak Harbor, Ohio 43449
(419) 734-6777 / (419) 734-6768 fax
- Contact Times: 8:00 a.m. – 4:30 p.m.
Contact person will have readily available a copy of the records policy and retention schedule.
- 2.0 Cost: 5 cents per page or as per our current price index, whichever applies, unless a specific fee is otherwise established by law.

3.0 Responding to Requests:

- 3.1 All responses to records requests are to be made in compliance with Ohio Revised Code Section 149.43. This policy is intended to summarize these provisions. Any interpretation of this policy or matters not specifically provided for herein shall be in accordance with R.C. 149.43.

Records are to be organized so as to be available promptly and within a reasonable time after allowing for examination and redaction of exempted information. This may include seeking legal assistance.

- 3.2 Records custodian cannot require requester to provide identity or reason for request. Records custodian may ask for the requester's identity, about the intended use, or that the request be in writing, if it would help to identify, locate, or deliver the requested records. However, the Records custodian must disclose to the requester the following:

You are not mandated by law to make your request in writing and you may decline revealing your identity or intended use.
Records Custodian is not required to allow requester to make copies.

- 3.3 If request is refused, an explanation for the refusal must be provided, which includes the legal authority. If request is in writing, refusal must be in writing.

If refusal is because request is overly broad, ambiguous, or worded so one cannot identify records, Records Custodian must inform requester how records are maintained and accessed to assist requester in revising request.

If redactions (deletions of exempt information) are made to records, must notify requester of redactions and make redactions plainly visible.

**Ottawa County Transportation
Improvement District
PUBLIC RECORDS POLICY POSTER**

THE COMPLETE POLICY AND ANY PUBLIC
RECORDS MAY BE OBTAINED AS FOLLOWS:

CONTACT PERSON:	Ronald P. Lajti, Jr., P.E., P.S. Ottawa Co Engineer & OCTID Chairman
LOCATION:	Ottawa County Engineer's Office
CONTACT TIMES:	8:00 a.m. – 4:30 p.m.
COST:	Records may be inspected without cost

Paper copies are 5 cents per page or as per our current price index, whichever applies, unless a specific fee is otherwise established by law.

Copies in other medium are charged at actual cost.

Payment for copies must be made in advance. Correct change or Checks made payable to the Ottawa County Engineer. Once payment has been received, documents will be released.

AVAILABILITY: Records will be made available promptly and within a reasonable time to allow exempt information to be redacted in accordance with Ohio Revised Code 149.43.