

Section 1.06 PUBLIC RECORDS POLICY

Purpose

The Clermont County Board of Commissioners and all Offices and Agencies under its jurisdiction thereof maintain various records that support the accountability of Clermont County Government. In accordance with Ohio Revised Code 149.38 and the Clermont County Records Commission, Clermont County has adopted Records Retention Schedules (RC-2) that identify these records. The Schedules identify records that are stored on a fixed medium (paper, computer, storage disks/drives, film, etc.), are created, received, or sent under the jurisdiction of the Board of Commissioners, and which document the organization, functions, policies, decisions, procedures, operations, or other activities of the office. The Clermont County Board of Commissioners have adopted a Public Records Policy to ensure all public records responsive to a public records request are promptly prepared and made available for inspection to any person at all reasonable times during regular business hours. The Clermont County Engineer adheres to this same policy.

Policy Access

1. The County Public Records Policy, as well as the Records Retention Schedules (RC-2) for the Clermont County Engineer is available at every location in which the public may access public records. Copies of all RC-2's and the Public Records Policy are also available within the Clermont County Intranet SharePoint Directory (This policy can be located on the County Intranet (SharePoint), Human Resources site > BCC Policies & Procedures Manual > BCC Administrative Policy > Section 3 Public Records Policy and the County Website Portal at <https://rc.clermontcountyohio.gov/public-records-policy/>).