

MEDINA COUNTY ENGINEER, Andy Conrad, P.E., P.S.

PUBLIC RECORDS POLICY

Records of the Medina County Engineer's Office are public. This includes documents of paper, electronic or other media created under the jurisdiction of this office.

Record requests do not have to be put in writing and the use of document(s) may be kept confidential by the person(s) or agency requesting records.

Taking into account the volume of records and the time for legal review, access for inspection and copies of public records shall be provided within a reasonable time. The Medina County Engineer's Office records may be reviewed during normal business hours.

The records maintained by the Medina County Engineer's Office and the ability to access them are a means to provide trust between the public and the Medina County Engineer.

There is no cost for viewing public records. There is a nominal cost for copies, a separate cost sheet is available showing prices of all of reproduction work.

The Medina County Engineer's Office maintains a public records policy, copies may be requested from one of our employees.

PUBLIC RECORDS POLICY

COST SHEET:

Paper Copies	B & W	Color*
8.5 x 11	.05	.50
8.5 x 14	.05	.50
11 x 17	.10	1.00
18 x 24	2.00	3.00
24 x 36	4.00	6.00
Mylar 24 x 36	5.00	NA

Digital Records:

3.5 Disk	.50
CD ROM	1.00

Books

Engineering Code	4.10
Stormwater Management Book	3.10
Highway Use Manual	2.60
Flood Damage Reduction Book	1.50
Sediment Control Rules & Regulations	1.20

*Not all records have option for color copies

**Medina County Engineers
Public Records Request Form**

Thank you for your recent record request. The Medina County Engineers will respond in accordance to the applicable provisions of the Ohio Public Records Act.

On _____, you requested the following records/information:

The record/information requested:

**Legal Authority Cited
(if applicable)**

Is not maintained by this office.
(Office will attempt to direct requestor to correct office.)

Is overly ambiguous
(despite efforts to clarify).

Does not exist and/or no obligation to create

Has been disposed of, pursuant to One Time Records
Disposal or pursuant to Retention Schedule.

Is not subject to release in its entirety.

Is not subject to release, however the following redactions
have been made to protect exempted information
(149.43(B)(1)-(3)):

Redaction

Legal Authority Cited

Prepared by (Dept Head): _____

Date: _____

County Administrator Review: _____

Date: _____

Legal Review by: _____

Date: _____