

# CHAMPAIGN COUNTY SHERIFF'S OFFICE



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## Sheriff Chad M. Burroughs

### Public Records Policy Summary

#### 82.1.1 Public records

The Champaign County Sheriff's Office, in accordance with the Ohio Revised Code, defines records as including the following: Any document – paper, electronic, or other format – 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 of the office. All records of The Champaign County Sheriff's Office are public unless they are specifically exempt from disclosure under the Ohio Revised Code.

#### 82.1.2 Record requests

Each request for public records should be evaluated for a response using the following guidelines:

A. 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 must contact the requester for clarification and assist the requester in revising the request by informing the requester of the manner in which the office keeps its records.

B. The requester does not have to put a records request in writing, and does not have to provide his or her identity or the intended use of the requested public record. It is this office's general policy that this information is not to be requested.

C. Public records are to be available for inspection during regular business hours, except on published holidays. Public records must be made available for inspection promptly. Copies of public records must be made available within a reasonable period of time. "Prompt" and "reasonable" take into account the volume of records requested; the proximity of the location where the records are stored; and the necessity for any legal review of the records requested.

D. Each request should be evaluated for the estimated length of time required to gather the records. Routine requests for records should be satisfied immediately if feasible to do so. Routine requests include, but are not limited to, meeting minutes (both in draft and final form), budgets, salary information, forms and applications, personnel rosters, etc. If fewer than 20 pages of copies are requested or if the records are readily available in an electronic format that can be e-mailed or downloaded easily, these should be made as quickly as the equipment allows.

#### 82.1.3 Costs for Public Records

Those seeking public records will be charged only the actual cost of making copies.

Printed reports	_____ \$1.00 each	\$ _____
[ ] Compact disc (CD) copy	_____ \$5.00 per disc	\$ _____
[ ] USB/thumb drive	_____ \$15.00 each	\$ _____
[ ] Body-worn camera (BWC) footage	_____ Up to \$750.00	\$ _____
Additional charge (if requesting multiple reports):	_____ \$0.10 per page	\$ _____

D. Requesters may ask that documents be mailed to them. They will be charged the actual cost of the postage and mailing supplies, and the report will be released once payment is received.