

WASHINGTON COUNTY FAMILY AND CHILDREN FIRST PUBLIC RECORDS POLICY SUMMARY

WHAT IS A PUBLIC RECORD?

A “public record” is any document, device, or item, regardless of physical form or characteristic, including an electronic record, that serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the Family and Children First (“FCF”) office.

The Washington County Family and Children First office follows the Washington County Commissioners Public Records policy adopted September 27, 2007. A Public Records Policy Statement is posted on the bulletin board in the front office. A Records Retention Schedule (RC-2) has been established and is available upon request.

PROCEDURES FOR PUBLIC RECORDS REQUESTS:

1. You may request to inspect and/or to have copies of public records held by FCF by contacting the office at (740) 376-7081.
2. It is not mandatory that a public records request be in writing, and you do not have to disclose your identity or intended use. However, FCF prefers to receive a completed Public Record Request form (FORM PR-101) which may be obtained by contacting (740) 376-7081. In addition, FCF may require a written request or disclosure of your identity or intended use in order for FCF to identify, locate, or deliver the public record sought.
3. If FCF cannot tell from the request what records are being sought, or if the request is overly broad, FCF will contact you for clarification, and will inform you of the manner in which FCF keeps its records.
4. You can choose to have the public record duplicated upon paper, upon the same medium upon which FCF keeps it, or upon any other medium upon which FCF determines that it reasonably can be duplicated.
5. If you request records the release of which is prohibited or exempted by either state or federal law, or which are not considered public records as defined in R.C. 149.43, FCF will inform you that such records will not be provided.
6. Records will be promptly prepared and made available for inspection. If you want copies of the documents, FCF may respond by electronic mail or other means. If you want hard copies, the standard charge is \$.10 cents per page if done by FCF. FCF will require prepayment for the cost involved in providing the copy of the public record. Requesters may elect to have copies mailed to them by paying the actual cost of postage and mailing supplies.
7. A copy of FCF’s current records retention schedule is available at 344 Muskingum Dr., Marietta, OH 45750.
8. A copy of Washington County Commissioners full Public Records Policy is available at 223 Putnam Street, Marietta, OH 45750 or on the web at www.washingtongov.org