

Miami Valley Regional Planning Commission

Public Records Policy

This Public Records Policy is a part of Miami Valley Regional Planning Commission (MVRPC) compliance with the Ohio Public Records Act and should be used to assist all persons seeking to inspect or obtain copies of MVRPC records. This policy does not apply to the use of records for official MVRPC business by authorized individuals.

Requests may be made in person, by telephone, or in writing. Convenient public access to most records for MVRPC already exists by using our website:
<http://www.mvrpc.org/>

It is the responsibility of the requestor of public records to identify with clarity the records that are sought to allow MVRPC to identify, retrieve, and review the records. MVRPC is under no duty to seek out and retrieve records that contain specific information that is of interest to a requestor. MVRPC is under no obligation to create a record that contains the information requested if it does not already exist.

Public records are available during regular business hours (8 a.m. to 5 p.m. Monday - Friday) with the exception of published holidays. Records must often be reviewed and non-public information redacted before inspection can be permitted. Records will be made available for inspection within a reasonable period of time following the request. The amount of time will depend upon the number of records requested, the location of the records, the medium in which the records are stored, the need for legal review, and the need to redact non-public information.

When a public records request is made to examine a personnel file, MVRPC will attempt to notify the employee that his or her records have been requested and, if known, the name of the individual making the request.

MVRPC will provide copies of records at cost. Records must often be reviewed and non-public information redacted before copying will be permitted. Copies will be provided within a reasonable period of time following the request. Costs must be paid in advance before copies will be provided.

Public records requests can be made to:

Miami Valley Regional Planning Commission
Director of Finance and Administration
10 N. Ludlow Street, Suite 700
Dayton, OH 45402
Phone 1-937-223-6323