

Miami Valley Regional Planning Commission

Policy on Requesting Public Records

This Public Records Request Policy is 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, in writing, or entered in the Public Records Request Form at <https://www.mvrpc.org/public-records-request-form> . Convenient public access to most records for MVRPC already exists by using our website: <https://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 (8:00 am to 5:00 pm, Monday - Friday) with the exception of published holidays. Records must 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.

If a request is voluminous or will require research, MVRPC will acknowledge the request and provide an estimated number of business days it will take to satisfy the request, estimated cost if copies are requested and items within the request that may be exempt from disclosure.

Documents in electronic mail format are records as defined by the Ohio Revised Code when their content relates to the business of the office. If portions of a record are public and portions are exempt, the exempt portions are to be redacted prior to release.

MVRPC will provide copies of records at cost. Records must 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.

Those seeking public records will be charged only the actual cost of making copies. The charge for paper copies is \$0.15 cents per page or the amount required by law. The charge for downloaded computer files to a disk is \$1.00. Downloads to a USB drive will be the actual cost or the amount required by law. There is no charge for documents e-mailed.

Requesters may ask that documents will be mailed to them. Requesters will be charged the actual cost of postage and mailing supplies, in addition to charges set under costs for public records section.

Public records requests can be made to:

Miami Valley Regional Planning Commission
Director, Agency Operations
6 N. Main Street, Suite 400
Dayton, OH 45402
Phone (937) 223-6323
Email: mlucas@mvrpc.org