JOSH MANDEL
STATE TREASURER OF OHIO

All records of the office of the Treasurer of State are public, unless they are specifically exempt from disclosure under the Ohio Revised Code. “Record” includes any document or device, whether in paper, electronic, or another format, which is created or received by or coming under the jurisdiction of this office, and which documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office.Record RequestsNo specific language is required to make a request, but the requestor must identify records with sufficient clarity to allow the office to identify, retrieve, and review the records. If the requestor makes an ambiguous or overly broad request or has difficulty in making a request for public records, the request may be denied. If it is not clear what records are being sought, the records custodian should ask the requestor for clarification, and assist the requestor in revising the request by informing the requestor of the manner in which this office maintains and accesses its records. Production of Requested RecordsIn processing the request, the office does not have an obligation to create new records or perform a new analysis of existing information. An electronic record is deemed to exist so long as a computer is already programmed to produce the record through simple sorting, filtering, or querying. Although not required by law, the office may accommodate the requestor by generating new records when it makes sense and is practical under the circumstances.Inspection of public records must be made available promptly. Copies of public records will be made within a reasonable period of time. “Promptly” and “reasonable period of time” take into account the volume of records requested, where the records are stored, the type of record, and time required for any legal review and redaction. Records prepared for inspection may be viewed during regular business hours. In processing a request for inspection of a public record, an office employee must accompany the requestor during inspection to make certain that original records are not taken or altered. The office of the Treasurer of State may provide copies of public records on paper, on the medium on which they are kept, or on any other medium the office determines is reasonable. If portions of a record are public and portions are exempt, the exempt portions will be redacted and the rest released. Denial of all or any part of any public record requested shall include an explanation for the denial, including legal authority. Costs for Public RecordsThere is no charge for viewing (inspecting) public records.Copies of public records may be charged at the following rates (actual costs):Paper copies - 5 cents per page.Downloaded computer files on a compact disc – $1 per disc.Electronic records e-mailed to the requestor – no charge.If a requestor asks that documents be mailed, he or she may be charged the actual cost of the postage and mailing supplies. A requestor may be required to pay in advance for costs involved in providing copies of records.

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