

# **VILLAGE OF CORWIN**

## **PUBLIC RECORDS POLICY**

It is the policy of the Village of Corwin, Warren County, Ohio, that openness in our community leads to greater informed citizens which leads to more transparent government and sounder public policy.

The Public Records Act evolved from the principle that Ohio's citizens are entitled to access the records of their government. Requests for records may be made in writing to:

Village of Corwin  
Clerk-Treasurer  
P O Box 684  
Corwin OH 45068

Appointments with the Clerk-Treasurer may be arranged by calling Village of Corwin office 937-557-1116. If you wish to view the records, we will make them available to the best of our ability. If you wish to receive copies of the records, we will provide them within a reasonable amount of time. Please take into account, where the records are stored and the necessity for any legal review of the records requested. A fee for public records is 10 cents per page. The actual cost for postage or other delivery will be charged. The office may request the fees be paid in advance.

Requests for public records must be specific. If a requester makes an ambiguous or overly broad request or has difficulty in making a request for copies or inspection of public records such that the office cannot reasonably identify what public records are being requested, this office may deny the request.

If any portion of your request for records must be denied because the records are exempt from disclosure under law, we will inform you which records you have requested are not public by clearly marking the portion "redacted" or we will explain which portions of the record(s) have been redacted. In addition, we will provide you with the legal authority upon which we have relied.