



Wayne County Land  
Reutilization Corporation  
C/O: Wayne County  
Commissioners  
428 W. Liberty Street  
Wooster, Ohio 44691

330-287-5400  
[www.waynelandbank.org](http://www.waynelandbank.org)

---

## **Wayne County Land Reutilization Corporation**

### **Public Records Policy and Request Form**

#### **Introduction**

It is the policy of the Wayne County Land Reutilization Corporation (WCLRC) to strictly adhere to Ohio's Public Records Act. All exemptions to openness are to be construed in their narrowest sense and any denial of public records in response to a valid request must be accompanied by an explanation, including legal authority, as outlined in the Ohio Revised Code. If the request is in writing, the explanation must also be in writing.

#### **Section 1: Public Records**

The WCLRC, in accordance with the Ohio Revised Code, defines records as including the following: any document, paper or electronic, including but not limited to email, or other formats that are created or come under the jurisdiction of a public office that documents the organization, functions, policies, decisions, procedures, operations, or other activities of the WCLRC. All records of the WCLRC are public unless they are specifically exempt from disclosure under Ohio Revised Code.

It is the policy of the WCLRC that, as required by law, records will be organized and maintained so they are readily available for inspection and copying. Record retention schedules are to be updated regularly and posted prominently.

Each request for public records should be evaluated for a response using the guidelines established in this section (Exhibit A). Although no specific language is required to make a request, the requestor must identify the records requested with sufficient clarity to allow the public office to identify, retrieve and review the records. If it is not clear what records are being sought, the secretary must contact the requestor for clarification, and should assist the requestor in revising the request by informing the requestor of the manner in which the office keeps its records.

The requestor does not have to put a record request in writing and does not have to provide their identity or the intended use of the requested public record. It is the general policy of the WCLRC that this information is not to be requested of the requestor.

Public records should be made available for inspection during regular business hours, with the exception of published holidays. Copies of public records should be made available within a reasonable amount of time. "Reasonable" takes into account the volume of records requested; the proximity of the location where the records are stored; and the necessity for any legal review of the records requested.

Each request should be evaluated for an estimated length of time required to gather records. Routine requests for records should be satisfied as soon as possible. Routine requests include, but are not limited to, meeting minutes (both draft and final form), budgets, salary information, forms and applications, personnel rosters, etc. If fewer than 20 pages of copies are requested or if the records are readily available in an electronic format that can be emailed or downloaded easily, these should be made as soon as possible.

All requests for public records must either be satisfied or be acknowledged in writing by the WCLRC within three business days following the office's receipt of the request. If a request is deemed significantly beyond "routine," such as seeking a voluminous number of copies or requiring extensive research, the acknowledgment must include the following:

- (i) An estimated cost if copies are requested; and
- (ii) Any items within the request that may be exempt from disclosure.

Any denial of public records requested must include an explanation, including legal authority. If portions of a record are public and portions that are exempt, the exempt portions are to be redacted and the rest released. If there are redactions, each redaction must be accompanied by a supporting explanation, including legal authority.

Those seeking public records will be charged the actual cost of providing such records.

Documents in electronic mail format are records as defined by the Ohio Revised Code when their content relates to the business of the office. Email is to be treated in the same fashion as records in other formats and should follow the same schedules.

**Exhibit A: Public Records Request Form**

**WCLRC PUBLIC RECORDS REQUEST FORM**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Information requested. Be as specific as possible and include dates, documents, and method of reproduction.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requestor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\* FOR INTERNAL USE ONLY \*\*\*\*\*

Date documents provided to requestor: \_\_\_\_\_

Method of delivery: \_\_\_\_\_

Individual that provided documents to requestor: \_\_\_\_\_