

RESOLUTION NO. 2020-56

Deerfield Regional Storm Water District  
Warren County, Ohio

The Board of Trustees of the Deerfield Regional Storm Water District, Warren County, Ohio met in regular session, pursuant to notice, on the 11<sup>th</sup> day of August, 2020 at 6:00 p.m. via video conference, with the following members present: Michael Collins, Jeffrey Macomber, and Wess Kroll.

Wess Kroll moved the adoption of the following Resolution:

**BE IT RESOLVED** by the Board of Trustees as follows:

1. That the Board hereby approves the Public Records Policy, as presented, attached hereto as Exhibit A.
2. That it is found and determined that all formal actions of this Board of Trustees concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Board of Trustees, and that all deliberations of this Board of Trustees and of any of its committees resulting in such formal action, were in meetings open to the public, in compliance with the law, including Section 121.22 of the Ohio Revised Code.

Jeffrey Macomber moved to second the above.

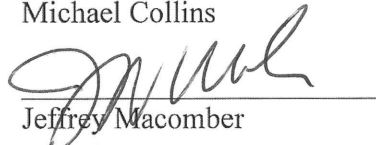
As to the above, vote resulting as follows:

Michael Collins	<u>Yes</u>
Jeffrey Macomber	<u>Yes</u>
Wess Kroll	<u>Yes</u>


Adopted the 11<sup>th</sup> day of August, 2020.



Michael Collins



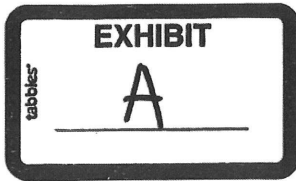
Jeffrey Macomber



Wess Kroll

Attest:

  
Secretary, Board of Trustees



## Public Records Policy

Openness leads to a better-informed citizenry, more transparent government, and to sound public policy. Records of the Deerfield Regional Storm Water District, which are not exempt from disclosure under the law, are available for inspection and copying in accordance with the Ohio Public Records Act (ORC §149.43).

You may view the records you have requested during administrative hours of 8:00 A.M. to 4:30 P.M., or by appointment. If you wish to view public records, we will promptly make them available to you. In processing a request for inspection of a public record, an office employee may accompany the requester during inspection to make certain original records are not taken or altered. If you wish to receive copies of records, we will provide them within a reasonable timeframe. "Prompt" and "reasonable" take 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.

Once we have received your request, we will provide our response or acknowledge your request and provide you with the following: 1) an estimate of when you should expect our response; 2) an estimated cost, if copies have been requested; 3) the items (if any) we expect may be exempt from disclosure. If at any time prior to completing our response, we believe our response will take longer than initially estimated (because of the volume of records requested, the proximity of location where the records are stored, or the complexity of any legal review), we will inform you of this change.

If any portion of your request for records must be denied because the records are exempt from disclosure under the law, we will inform you which records you have requested are not public by clearly making 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 relied.

Please note if we have denied your request because it is overly broad, ambiguous, or does not reasonably identify our records, we will provide you with information about how our records are maintained. Then, if you wish, you may revise your records request.

You have the right to not disclose your identity, make your request in writing, and provide a reason for your request. However, providing certain information pertinent to your request will assist us in promptly completing your request.

A fee for copies of public records may be charged, which covers the direct costs of duplication incurred by the Deerfield Regional Storm Water District. Currently, this fee is \$0.10 per page black and white and \$0.20 per page in color, and \$0.75 per CD-ROM. In addition, actual cost of postage or other delivery may be charged. We may require payment of these fees prior to processing your request. It is the policy of Deerfield Regional Storm Water District to waive charges to a request for duplication of 20 pages or less per month.

## Public Records Policy

The District will distribute this public records policy to the employee(s) of the District who is/are the records custodian or records manager or who otherwise has custody of the records of the District and shall require such employee(s) to acknowledge receipt of the copy of this public records policy. The District will create a poster that describes this public records policy and shall display the poster in a conspicuous location in the District Office.

Questions regarding public records are welcomed, and may be directed to the Deerfield Township Stormwater Manager, Jeff Thomas, at 513-701-6958.