



PUBLIC RECORDS REQUEST

The Hamilton County Park District maintains records that are created by, received by, and come under the jurisdiction of the Hamilton County Park District. These records document the Hamilton County Park District "organization, functions, policies, decisions, procedures, operations, or other activities". All records are public unless otherwise exempt from disclosure under the Ohio Revised Code, Section 149.43(A)(1).

A records management program is in place as required by the Ohio Revised Code, Section 149.34, and includes a Schedule of Records Retention and Disposition (RC-2) for each record maintained. Each record is evaluated for its legal, administrative, fiscal, or historical value. The results of this evaluation determine the length of time each record is stored and its disposition. The Schedule of Records Retention and Disposition created and utilized by the Hamilton County Park District has been approved by the Hamilton County Records Commission, the Ohio Historical Society, and the Ohio Auditor of State's office.

Records maintained by the Hamilton County Park District will be made promptly available for inspection. Copies of records will be made available within a reasonable period of time.

Records can be inspected and requests for records can be made during regular business hours at Winton Centre, located at 10245 Winton Road.

MONDAY – FRIDAY: 8:00 A.M. UNTIL 4:00 P.M.

Records requests may be made in person, by mail, by email, or by fax.

REQUESTS MADE BY MAIL SHOULD BE DIRECTED TO: **Hamilton County Park District
10245 Winton Road
Cincinnati, OH 45231**

REQUESTS MADE BY FAX SHOULD BE DIRECTED TO: (513) 728-3559

REQUESTS MADE BY EMAIL SHOULD BE DIRECTED TO: information@greatparks.org

REQUESTS FOR INSPECTION AND/OR COPIES OF PERSONNEL RECORDS WILL BE DIRECTED TO THE HAMILTON COUNTY PARK DISTRICT'S HUMAN RESOURCE DEPARTMENT DURING REGULAR BUSINESS HOURS.

The office is closed for the inspection of public records on weekends and all nationally recognized holidays.

THE FOLLOWING FEES APPLY FOR REPRODUCTIONS ON PAPER

10 cents per page

***Prepayment is required for requests of 100 pages or more. Requestor will be notified of the total fee amount prior to the printing of the records.

THE FOLLOWING FEES APPLY FOR REPRODUCTIONS ON OTHER MEDIUMS.

(These items will be provided by the Hamilton County Park District)

8mm video cassette	\$ 2.00	audio cassette	\$ 1.00
floppy diskette	\$ 1.00	8x10 photo.....	\$.50
compact disc	\$ 1.00	4x6 photo	\$.15
VHS tape	\$ 2.50		

Personal checks and credit cards are not accepted. Payment must be made with cash only.

A self-addressed, stamped envelope must be provided by the requestor if the records are to be mailed to the requestor.

If an outside professional or commercial reproduction service is utilized for photographs, video tapes, audio tapes, disks, etc., the requestor is responsible for payment to the vendor for the service.

The Hamilton County Park District is under no obligation to create records or documents to meet a public records request.