

# OPEN RECORDS POLICY

- Public Records are defined as any documents and items, electronic or physical, which serve to document the organization, functions, policies, decisions, procedures, operations, or other activities of the office.
- Records are available Monday through Friday 10:00 am to 5:00 pm.
- Minimal charges may apply.
- If records are not immediately available or require research and review, the requester will receive the requested records or a response within three business days.
- If you have questions or have a request, please contact the Director or Fiscal Officer at (419)994-5531.