



Logan-Union-Champaign-Regional Planning Commission Public Records Notice

Records of the Logan-Union-Champaign Regional Planning Commission (LUC-RPC) which are not exempt from disclosure under the law are available for inspection and copying in accordance with the Ohio Public Records Act. Requests for the records may be made during regular business hours to:

Logan-Union-Champaign Regional Planning Commission
9676 E. Foundry St., East Liberty, OH 43319
Phone: 937-666-3431, Fax: 937-666-6203, luc-rpc@rroho.com

A "public record" is defined as a record kept by a public office. A "record" is any item that is kept by a public office that (1) is stored on a fixed medium, (2) created, received, or sent under the jurisdiction of a public office and (3) documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office.

You may view the records you have requested at all reasonable times during regular business hours of this office. If you wish to view public records of our office, we will promptly make them available to you. If you wish to receive copies of records, we will provide them within a reasonable period of time. "Prompt" and "reasonable" take into account the volume of records requested and the necessity for any legal review of the records requested.

Once we have received your request, we may first request a review by legal counsel. Following review by legal counsel, we will provide our response or acknowledge your request and provide you with: an estimate of when you should expect our response, an estimated cost if copies have been requested, and the items (if any) that we expect to 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 volumes of records requested or the complexity of legal review; we will inform you of this change.

Please be aware that we are not required to create a record for you. Also, please be aware that you are not permitted to make copies of the public records yourself.

It is within your rights not to:

- Disclose your identity to the LUC-RPC when you make your request records (you will be given a "public records request number: which we will use to track our communications with you and our response(s) to your request);
- Provide our office with a written request; and
- Provide a reason why you have requested these records.

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 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.

Please note that if we have denied your request because it is overbroad, ambiguous, or doesn't reasonably identify our records, we will provide you with information about how our records are maintained and if you wish, you may revise your request for the records.

A fee for copies of public records may be charged which covers the direct costs of duplication incurred by the LUC-RPC; currently the fee is \$.05 per page and \$1.00 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.