

**BROOK PARK NEW COMMUNITY AUTHORITY
BROOK PARK, OHIO**

PUBLIC RECORDS POLICY

INTRODUCTION

As a public office in the State of Ohio, the Brook Park New Community Authority (the “Authority”) is subject to the Ohio Public Records Act as provided in Ohio Revised Code Section 149.43 (the “Act”), which Act provides for prompt inspection of public records and requires that copies of existing public records be provided in a reasonable period of time. It is the policy of the Authority to strictly adhere to the Act.

DEFINITIONS

“**Record**” is defined by the Ohio Revised Code and generally includes any item that is kept by a public office that: (1) is stored on a fixed medium (items such as photographs, negatives, videos, maps, voice mails, e-mails, and computer files might constitute “records”); (2) is 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 public office.

“**Public Record**” is defined by the Ohio Revised Code and generally includes all records maintained by or for the Authority unless the records are specifically exempt from disclosure under the Ohio Revised Code or the disclosure of the record(s) is prohibited by state or federal law.

POLICY

Section 1. Availability of Public Records

It is the policy of the Authority that, as required by law, the Authority shall organize and maintain its records in a manner such that they can be made available for inspection or copying. The Authority will post this public records policy in a conspicuous location.

The Authority will provide prompt inspection of records, if requested. Public records will be available for inspection at all reasonable times during regular business hours between 8:30 a.m. and 4:00 p.m. Upon request, the Authority will make copies of public records available within a reasonable time and as outlined in this Policy.

Section 2. Records Requests

Public records requests need not be submitted in writing. The requester need not identify himself or herself, and will not be required to disclose the intended use of the requested information. Requesters are encouraged, but not required, to submit written requests that describe the documents sought in sufficient detail to assist the Authority in identifying the documents sought.

If a request is denied, in whole or in part, the requester shall be provided an explanation including the legal authority setting forth why the request was denied. Any information that is exempted from disclosure will be redacted from the document and the reason for the redaction noted.

Section 3. Time for Satisfying Public Records Requests

Each request should be evaluated for an estimated length of time required to gather the records. Public records must be made available for inspection promptly. Copies of public records must be made available within a reasonable time. "Prompt" and "reasonable" take into account the volume of records requested, location of records, need for legal review, and any other factors which reasonably impact the time for satisfying a public records request.

Section 4. Costs for Public Records Requests

The Authority will only charge its actual cost for copies, unless the cost is otherwise set by statute:

- a. First ten (10) pages of regular 8.5 x 11 pages will be provided at no charge.
- b. All pages thereafter, eleven cents (\$.11) per page (double-sided is counted as one (1) page).

Upon request, the Authority shall provide copies of public records via the U.S. mail or by any other means of delivery transmission. The Authority may transmit documents electronically if in the Authority's discretion, electronic transmission is feasible. There will be no charge for documents that are transmitted electronically. The Authority may require prepayment of the cost of copies in addition to costs associated with mailing such copies.

Section 5. Public Records Officer

The Authority has designated its duly-appointed Secretary and his or her successors, and any of their designees, to serve as its public records officer and records custodian.

Section 6. Application of Law

Notwithstanding the existence of this policy, the Authority hereby informs the public that it shall comply with the requirements of the Ohio Public Records Act, including, but not limited to, Section 149.43 of the Ohio Revised Code, and that the provisions of the Ohio Public Records Act, and any amendments thereto, supersede and take precedence over this policy. The Authority retains the right to amend this policy at any time in accordance with the Act.

Section 7. Effective Date and Revisions

Effective July 22, 2026