



## Anderson Park District PUBLIC RECORDS REQUEST

*Approved 10/19/2016; updated 3/7/2018 with "Ohio History Connection"; updated 9/3/2019 with revised office hours*

The Anderson Park District (APD) maintains records that are created by, received by, and come under the jurisdiction of the Anderson Park District. These records document the APD "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 for the evaluation determine the length of time each record is stored and its disposition. The Hamilton County Records Commission, the Ohio History Connection, and the Ohio Auditor of State's office have approved the Schedule of Records Retention and Disposition created and utilized by the APD.

Records maintained by the APD 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, **Monday – Friday, 9a–5p at APD headquarters, Juilfs Park, 8249 Clough Pike, Cincinnati, Ohio 45244**. The office is closed for inspection of public records on weekends and all nationally recognized holidays.

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

Requests made by **MAIL** should be directed to: **Anderson Park District  
8249 Clough Pike  
Cincinnati, OH 45244**

Requests made by **EMAIL** should be directed to: [Info@andersonparks.com](mailto:Info@andersonparks.com)

Requests made by **FAX** should be directed to: **513.388.2494**

Requests made by **PHONE** should be directed to: **513.474.0003 x4511**

**REQUESTS FOR INSPECTION AND/OR COPIES OF PERSONNEL RECORDS WILL BE DIRECTED TO THE APD'S PERSONNEL DEPARTMENT DURING REGULAR BUSINESS HOURS.**

### **THE FOLLOWING APPLIES TO REPRODUCTIONS ON PAPER:**

**\$0.15 (fifteen cents) per page.**

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

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

The requestor must provide a self-addressed, stamped envelope 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 APD is under no obligations to create records or documents to meet a public records request.