



Public Records Request Policy

This notice is designed to summarize the public records policy for the Summit Soil & Water Conservation District (Summit SWCD). It is not the entire policy.

- Official records and files are to be viewed during the regular business hours of the Summit SWCD (7:30 a.m. - 4:00 p.m. Monday-Friday).
- The Summit SWCD is not required to do research for requesters when the requesters can inspect the records themselves.
- If your request is ambiguous or overly broad, the Summit SWCD will assist you in revising your request.
- The Summit SWCD is not required to create new documents by searching for and compiling information for existing records. Any compilation of the information sought must already exist.
- The Summit SWCD will make copies of the records requested within a reasonable period of time.
- Advance payment shall be charged 10 cents per page.
- Advance payment is required at the actual cost for mailing via U.S. Mail or other means.
- The Summit SWCD may require additional time in which to respond to a request in the event of one or more of the following:
 - a. The request requires potential redaction of a public record;
 - b. The request requires retrieval of a public record stored at an off-site location;
 - c. A legal review is necessary to determine whether the record requested is exempt from disclosure pursuant to the Ohio Revised Code or Federal Law;
 - d. The requester has not complied with the Summit SWCD's Open Records Policy; and
 - e. The requester has not complied with a request for advance payment of fees.
- To request records, please contact the Summit SWCD at 330-926-2445 or email staff@summitswcd.org.

This public records notice is subject to change without notice.

The public records policy is located on our web page at: www.summitswcd.org