

**COSHOCTON SOIL AND WATER CONSERVATION DISTRICT
RELEASE OF PUBLIC RECORDS POLICY**

The Coshocton Soil and Water Conservation District in concordance with Section 149.43 of the Ohio Revised Code has set forth the following policy concerning the release of public records from our office.

Upon request the district office will make copies of public records available with a period of five working days from the time of the request. A reproduction charge of .20 cents per 8 ½ x 11 sheet will be assessed, copies 11 x 15 and up, including engineering plan size sheets will be assessed a charge of actual cost of reproduction.

In no case will the district office create documents that do not currently exist for the purpose of satisfying a request.

Furthermore, for these purposes a record is interpreted as: any document, device or item, regardless of physical form or characteristic (i.e. paper documents, photocopies, maps, drawings, photographs, email, computer disks, and audio or video tape recordings) that is created by, received by or comes under the jurisdiction of the SWCD office and serves to document the organization its functions, policies, decisions, procedures operations or other activities.

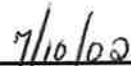
In addition, it will be the policy of this district to provide notification to the person/persons whose records are being requested that a request for public information has been made under Section 149.43 The Ohio Revised Code, as well as provide a description of the materials requested.

This policy does not apply to a personal information about district cooperators or employees such as social security numbers, drivers license numbers or unlisted cooperator phone numbers. Nor does it apply to information that addresses trade secrets or proprietary information critical to the operation of a clients business or farm.


Records which are solely those of the Natural Resources Conservation Service would need to be obtained by an individual filing a federal Freedom of Information Act request with the NRCS State Conservationist.

This Policy Adopted and Recorded in the Official Minutes of the Coshocton Soil and Water Conservation District dated June 5, 2002.


Coshocton SWCD Chairman


Date


Coshocton SWCD Secretary


Date