

# Great Parks of Hamilton County

## Public Records Request



Great Parks of Hamilton County maintains records that are created by, received by, and come under the jurisdiction of Great Parks of Hamilton County. These records document Great Parks of Hamilton County's "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 of this evaluation determine the length of time each record is stored and its disposition. The Records Retention and Disposition schedule created and utilized by Great Parks of Hamilton County has been approved by the Hamilton County Records Commission, the Ohio Historical Society and the Ohio Auditor of State's office.

Records maintained by Great Parks of Hamilton County will be made promptly available for inspection.

### Record Requests

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 at Winton Centre, located at 10245 Winton Road: Monday through Friday, 8 a.m. to 4 p.m.

Records requests may be made in person, by mail, or by email.

Requests made by mail should be directed to: Great Parks of Hamilton County  
10245 Winton Road, Cincinnati, Ohio 45231

Requests made by email should be directed to: [information@greatparks.org](mailto:information@greatparks.org)

Requests for inspection and/or copies of personnel records will be directed to the Great Parks of Hamilton County Human Resource Department during regular business hours. The office is closed for the inspection of public records on weekends and all nationally recognized holidays.

### Request Fees

The following fees apply for reproductions on paper: the first 100 pages are free, and all pages thereafter are 10 cents per page (two-sided pages are counted as one page). Prepayment is required for requests of more than 100 pages. The charge for furnishing copies in a medium other than paper will be the actual cost of the supplies necessary to do so. There will be no charge for documents that are furnished by email. Requestor will be notified of the total fee amount prior to the printing of the records.

If the records are to be mailed to the requestor, then either a self-addressed, stamped envelope must be provided by the requestor, or a postage cost will be added to the fee. If an outside professional or commercial reproduction service is utilized, the requestor is responsible for payment to the vendor for the service.