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Geauga County Engineer

Geauga County Engineer Public Information Request Policy

1. All public information requests may be made to GCE@geauga.oh.gov, requested by telephone at (440) 279-1800, on the Engineer's website at <https://www.geaugacountyengineer.org> or in person at 12665 Merritt Road Chardon, OH 44024.
2. The Geauga County Engineer shall designate an established section on the county website for residents to request public information.
3. To assist the public in making a request for records the Geauga County Engineer shall have standard request forms.
4. The Geauga County Engineer shall provide acknowledgement to the requestor when a public records request is received, consistent with the manner in which the request is made.
5. The Geauga County Engineer shall post a copy of the current public information request policy in the front glass lobby and digitally for online availability.
6. The Geauga County Engineer shall have a copy of the current public information request policy in the Engineering manual.
7. The Geauga County Engineer shall post a public poster outlining the current public records policy.
8. Copies of documents provided to inquires shall be filed electronically and physically in the Geauga County Engineer's filing system. This includes record of redaction.
9. Minutes of all public meetings shall be filed physically and electronically.
10. Those certified under current Sunshine Law requirements shall provide signed documentation of receiving of the public records policy.
11. Designated public records employees will receive training annually, approved by the Attorney General.
12. In accordance with the Ohio Public Records Act – R.C. 149.43, the Geauga County Engineer will provide public records in a “promptly” and “reasonable period of time”. While not defined by a specific period of time, these terms are to be interpreted by courts to mean “without delay” and “with reasonable speed, and the ultimate determination of “reasonableness” will differ in each case depending on the particular facts and circumstances of the request.”
13. The Geauga County Engineer shall not: (a) limit the number of public records that the public office will make available to a single person, (b) limit the number of public records that will be available during a fixed period of time, and (c) establish a fixed period of time before it will respond to a request for inspection or copying of public records, unless that period is less than eight hours.
14. In accordance with Ohio Rev. Code §149.43 (B)(3), if a request is denied, in part or in whole, the Geauga County Engineer shall provide the requester with an explanation, including legal authority.
15. In accordance with Ohio Rev. Code §149.43 (B)(1), The Geauga County Engineer shall notify the requester of any redaction(s) or make them plainly visible and provide an explanation, including legal authority.
16. The Geauga County Engineer shall require that employees acknowledge receipt of the copy of the public records policy.