

EXHIBIT A

109.02 RECORD REPRODUCTION AND FEE; EXEMPTION; ACTUAL COST.

- (a) Each office, department or division within the County responsible for maintaining public records shall have facilities reasonably available for the reproduction of public records for the benefit of the public.
- (b) Upon request, employees responsible for public records shall make copies available within a reasonable period of time. (Ord. 98-532. Adopted 10-5-98.)
- (c) Uncertified 8 ½" x 11" or 8 ½" x 14" copies of public records shall be available at a cost not to exceed ten cents (10¢) per page. (Ord. 2011-284. Adopted 6-27-11.)
- (d) Members of the news media covering County of Summit activities and public organizations shall be exempt from paying the fee set out in subsection (c) hereof for resolutions and ordinances of the County Council at the time the Council resolutions have been made available to Council the day of the regular Council meeting. Members of the news media and/or public organizations shall register in writing with the Clerk of Council to receive agenda items.
- (e) Copies of oversized and unconventional records such as computer discs, CD- ROMS, and engineering drawings shall be available at a cost not to exceed the actual cost of reproduction of the record. The office responsible for maintaining such records shall set this fee after it prepares a report documenting its actual costs of reproduction of such records, which report shall be updated each year with the fee being adjusted as required. The report shall also be maintained so that it may be reviewed by the public upon request. (Ord. 98-532. Adopted 10-5-98.)

109.03 PUBLIC RECORDS TRANSMITTED BY U.S. MAIL AND REQUESTS FOR LAW ENFORCEMENT VIDEO RECORDS.

~~The Summit County Executive hereby adopts a policy and procedure for transmitting copies of public records by United States mail. This policy and procedure shall consist of the following provisions:~~

- (a) The person asking for copies of public records by mail shall be required to pay in advance the cost of postage and other supplies used in the mailing.
- ~~(b) The number of record requests from one person that will be fulfilled by United States mail shall be limited to ten per month, unless the person certifies in writing to the Executive that he or she does not intend to use the requested records for commercial purposes or to~~

forward the requested records to another person who will use them for commercial purposes.

~~—(c) For the purpose of determining whether to limit the number of public record requests to be fulfilled by mail to ten per month per person, “commercial” is defined as “profit-seeking production or the buying or selling of any good, service, or other product”, as required by Ohio R.C. 149.43(B)(3) and (E)(2)(C).~~

~~—(d) For the purpose of determining whether to limit the number of public record requests to be fulfilled by mail to ten per month per person, “commercial”, as required by Ohio R.C. 149.43(B)(3), shall not include:~~

~~—(1) Reporting or gathering of news;~~

~~—(2) Reporting or gathering of information to assist citizen oversight or understanding of the operation or activities of government; or~~

~~—(3) Nonprofit educational research.~~

~~(eb) All requests for public records that are not unduly burdensome and/or overbroad are to be fulfilled by United States mail shall be sent within a reasonable period of time and copies of the requested records shall be made available at cost, as required by Ohio R.C. 149.43(B)(1) and 149.43(B)(3).~~

(c) In accordance with Am. Sub. H. B. 315 of Ohio’s 135th General Assembly, which amends R.C. 149.43(B)(1), the requester of law enforcement video will be charged for the cost of preparing the video at a rate of \$50.00 an hour in an amount not to exceed \$750.00. The requester shall deposit \$50.00 to cover the initial costs of preparation and pay the actual costs of preparing the video prior to receipt. Should the costs be less than \$50.00, the requester will be refunded the pro rata amount. This section does not apply to videos requested by state or local agencies for law enforcement purposes.

(Ord. 2000-034. Adopted 2-7-00.)