



Village of North Baltimore Public Records Request Policy

Effective Date: _____, 2026

Section 1 – Purpose

The Village of North Baltimore is committed to ensuring transparency and providing prompt, reasonable access to public records in compliance with Ohio Revised Code (ORC) 149.43 and all applicable state laws, including House Bill 315 (effective April 3, 2025) and House Bill 265 (effective April 9, 2025). This policy establishes procedures for requesting public records, submission methods, applicable costs, and other statutory provisions governing access.

Section 2 – Policy Overview

Public records are defined under ORC 149.43 to include as documents, files, electronic data, or other materials created or received by the Village that serve to document its organization, functions, policies, decisions, procedures, operations, or other official activities. Such records must be promptly prepared and made available for inspection and copying, subject to specific exemptions provided under Ohio law.

Section 3 – Inspection of Public Records

- Inspection of public records is free of charge during regular business hours, except for records requiring review or redaction, for which fees may apply.
- Law enforcement video or audio recordings requiring review, redaction, or editing may incur labor and material costs as authorized under HB 315 (up to \$75/hour, capped at \$750 per request).
- Appointments may be required to ensure record availability and appropriate staff assistance.
- Records will be made available promptly per ORC 149.43(B)(1), with reasonable efforts to fulfill requests in a timely manner.
- Requesters may use personal devices to photograph, scan, or video record public records during inspection, provided this does not damage the records, compromise their integrity, or disrupt office operations. All inspections must occur under staff supervision to ensure proper care and security of the records.

Section 4 – Public Records Request Process

While a Public Records Request Form is available for accuracy and efficiency, under ORC 149.43:

- Requests do not have to be in writing.
- Requests may be submitted anonymously.

If fees apply, payment must be received before records requiring prepayment are released.

Submission Options:

- In Person/Mail: Village Administrator, 205 N Main St, North Baltimore, OH 45872
- Email: Nbadmin@northbaltimore.net

Forms Available At:

- Village Office – 205 N Main St, North Baltimore, OH 45872
- Police Department – 203 N Main St, North Baltimore, OH 45872
- Village Website – <https://www.northbaltimore.org/>

Requests should include sufficient detail to allow reasonable identification and retrieval of records (ORC 149.43(B)(2)).

Section 5 – Copying and Delivery Costs

- Standard Paper Copies – \$0.25 per page
- Flash Drive or other media – Actual cost of media
- Video/audio recordings – Labor charges allowed under HB 315 and actual material costs

Labor Fees for Law Enforcement Records (HB 315):

- Up to \$75/hour for processing, redaction, or editing
- Capped at \$750 per request
- No free access or fee waivers for individuals named in or involved in an incident

Section 6 – Prepayment Requirement

For requests involving copying, delivery, labor, or redaction, an estimated cost will be provided before processing.

- Prepayment of estimated costs may be required prior to processing.
- If third-party redaction services are necessary, the actual cost will be charged to the requester.
- Accepted payment methods: Cash, check, or credit/debit card (during regular business hours).

Section 7 – Notification of Availability

Upon receipt of payment (if required), records will be prepared promptly and made available for:

- In-person inspection during regular business hours

- Pickup at 205 N Main St during business hours
- Mail or electronic delivery, where applicable

Section 8 – Processing Time

Requests will be fulfilled within a reasonable period of time based on their scope and complexity, in compliance with ORC 149.43(B)(1). Every effort will be made to provide access without unnecessary delay.

Section 9 – Incorporation of HB 315 (Effective April 3, 2025)

The Village complies with HB 315, which allows law enforcement agencies to recover labor and material costs associated with the production and redaction of video or audio records.

Section 10 – Additional Provisions under HB 265 (Effective April 9, 2025)

- Vexatious Public Records Litigators: Individuals designated by a court under RC 2323.52 as vexatious public records litigators must obtain court approval before making new requests. Identification may be required if such a designation is suspected.
- Exemptions for Public Service Workers: Certain records of designated current or qualifying former public service workers (e.g., police, firefighters, EMTs, OSR-trained staff) are exempt from disclosure, except to verified journalists.
- Complaint and Cure Requirement: Before initiating a lawsuit under ORC 149.43(C), a requester must first submit a written complaint to the Village and allow three (3) business days for resolution. Any subsequent lawsuit must include a written affirmation that this step was taken.

Section 11 – Acknowledgment of Compliance

This policy affirms the Village of North Baltimore's dedication to transparency, efficiency, and full compliance with Ohio public records laws, including ORC 149.43, HB 315, and HB 265. The Village values the trust of its residents and remains committed to fair and reasonable public record access.