



NEORide (v2019)

Public Records Poster – General Information

NEORide is a council of governments, organized under Ohio Revised Chapter 167. The NEORide is a non-profit corporation, but it may be subject to the requirements of Ohio Revised Code Section 149.43. In order to meet any compliance obligations under Ohio Revised Code Sections 149.43 and 149.431, NEORide keeps accurate and complete financial records of any moneys expended in relation to its performance of services it provides pursuant to a contract or other agreement with its members, and such contract or agreement and such financial records shall be deemed public records pursuant to, and subject to the requirements of, the Ohio Revised Code. To assist with transparency, many of the NEORide records are available at www.neoride.org.

AVAILABILITY AND TIMING OF RECORDS INSPECTION

Public records are available for inspection during NEORide's regular business hours, typically 9:00AM to 4:00PM on weekdays, excluding holidays or any other day that no employees are at the office. Promptness is to be determined by the facts and circumstances of each public records request. A representative from NEORide may accompany the requester during inspection to make certain that original records are not taken or altered.

MAKING A PUBLIC RECORDS REQUEST

The following points serve as general guidelines to assist with your request:

1. In order to identify, provide for prompt inspection, and provide copies of the requested items in a reasonable period of time, we may ask the requester to complete a form.
2. Prompt inspection and copies of records within a reasonable amount of time contemplates the opportunity for legal review.
3. Although we may ask the requester to make the request in writing, for the requester's identity, and may inquire about the intended use of the information requested, the requester shall be advised that compliance with the requests is not mandatory; and the requester's refusal to complete a written request does not impair the requester's right to inspect and/or receive copies of the public record (R.C. 149.43(B)(5)). In addition, NEORide may only seek your identity and/or the intended use of the information if: 1) a written request or disclosure of identity or intended use would benefit the requester by enhancing the office's ability to identify, locate, or deliver the public records that have been requested; and 2) you are told that a written request is not required and that you may decline to reveal your identity or intended use.
4. Any person, including corporations, individuals, and governmental agencies, may request public records, and will be allowed prompt inspection of public records and copies within a reasonable amount of time upon request.
5. In the event a request is made to inspect and/or obtain a copy of a record maintained by NEORide whose release may be prohibited or exempted by either State or Federal law, the request shall be forwarded to legal counsel for NEORide for research and/or review. The person submitting the request may be advised that their request is being reviewed by legal counsel to ensure that protected and/or exempted information is not improperly released.
6. In accordance with Ohio Revised Code Section 149.43(B)(7), we may limit the number of public records mailed to you to 10, unless you certify in writing that you do not intend to use the records for commercial purposes. "Commercial purposes" shall be narrowly construed and does not include reporting or gathering news, reporting or gathering information to assist citizen oversight or understanding of the operation or activities of government, or nonprofit educational research.
7. We will not provide copies of public records that we create or receive after your original request is completed.
8. Records, whose release is prohibited or exempted by either state or federal law, or are not considered public record as defined by R.C. 149.43(A)(1), shall NOT be subject to public inspection. The following represents a partial list of records maintained by NEORide that may not be inspected or copied:
 - Attorney-client privileged information and trial preparation records;
 - Social Security numbers;
 - Records that a judge ordered to be sealed per a statute;

AMBIGUOUS OR OVERLY BROAD REQUESTS MAY BE DENIED

If a requester makes an ambiguous or overly broad request or has difficulty in making a request for copies or inspection of public records such that the record custodian responsible for the requested public record cannot reasonably identify what public records are being requested, NEORide may deny the request. If denied, NEORide will provide the requester with an opportunity to revise the request after informing the requester how records are maintained by NEORide in the ordinary course of business.

COSTS FOR PUBLIC RECORDS

NEORide, in accordance with Section 149.43 of the Ohio Revised Code, has established the following fees for providing copies or reproductions of public records maintained by NEORide:

1. The cost for reproductions of letter or legal size documents shall be \$0.05 per side for black-and-white and \$0.10 for color. Any production by CD will incur a \$1 charge for the cost of the CD. Advance payment may be required before any copies are prepared.
2. For photos, audio recordings, video recordings or records stored on media other than paper, the fee is the replacement cost or the reproduction (copying) cost. Reproduction costs exceeding those listed in the Paragraph immediately above may only be charged if a commercial or professional service is contracted to provide the copy.