



**DEBORAH HALL CLEPPER
CLERMONT COUNTY RECORDER**

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PUBLIC RECORDS POSTER

This poster is a summary of the Clermont County Public Records Policy.

- All Public Records as defined by 149.43 of the Ohio Revised Code responsive to the request shall be promptly prepared and made available for inspection to any person at all reasonable times during regular business hours.
- Records are available Monday - Friday from 8:00 AM - 4:30 PM.
- There will be a per copy fee charged in accordance with the adopted fee schedule. Advance payment may be required before any copies are prepared.
- Public Records Requests will be given prompt attention and fulfilled as soon as possible.
- Public Records Request Forms are available but are not required.
- Schedules of Records Retention and Disposition for all County Offices/Agencies and a full copy of the Clermont County Public Records Policy are located at <http://www.clermontcountyohio.gov/> under Research, Retention Schedules.