Ohio | Department of Youth Services

John R. Kasich, Governor
Harvey J. Reed, Director

PUBLIC RECORDS POLICY SUMMARY

The Department of Youth Services maintains public records that document the organization, function, policies, decisions, procedures, operations or other activities of the agency (ODYS Policy 101.11, ORC §149.43).

Department of Youth Services public records are available for inspection Monday through Friday from 9:00 a.m. to 4:00 p.m. excluding holidays. Public records will be made available for inspection promptly. Copies of public records will be made available within a reasonable period of time. "Promptly" and "reasonable period of time" take into account the volume of records requested, where the records are stored, and time for any legal review and/or redaction.

Ohio law makes certain public records exempt from disclosure. The Department of Youth Services will review potentially responsive documents before they are released to ensure exempt information is protected as permitted or required by law.

There is no charge for viewing (inspecting) public records. Copies of public records may be charged at the following rates (actual cost):

- Paper copies – 5 cents per page
- Downloaded computer files on a compact disc - $1 per disc
- Electronic records e-mailed to the requester – no charge
- Requesters may elect to have copies mailed to them by paying the actual cost of postage and mailing supplies.

Denial of all or any part of a public records request will be accompanied by an explanation, including legal authority.

The Department of Youth Services has a Public Records Policy, a copy of which is available upon request and is also posted on the Department's website.

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