

Guidelines for Public Records Request

OCHLA Board of Commissioners Meeting Records

Excerpted from the OCHLA Office Policy Manual
updated 8 November 2003

“The Office of the Ohio Commission on Hispanic/Latino Affairs shall make available its Public Records for review upon request by any individual, corporation, organization or government agency in a prompt manner.”

“Copies of Public Records shall be provided within a reasonable amount of time, and to be charged at the actual cost of copying and mailing if applicable.”

“Policies to this end shall be in compliance with the Ohio Revised Code and consistent with the Mission of the Ohio Commission on Hispanic/Latino Affairs.”

1 - Official written (hardcopy) minutes of the meeting will be available for review after the OCHLA Board has reviewed and approved the minutes at the next meeting of the OCHLA Board of Commissioners.

2 - Recordings of the meeting are available for review after fifteen (15) business days has passed to allow for transcribing minutes, and for recording duplicate copies of original tapes.

3 - Appointments to listen to recordings and/or read hardcopy of the minutes and other public (non-confidential) records at the OCHLA Office may be made with the Secretary of OCHLA.

4 - Appointments may be made during Normal business hours.

5 - Normal business hours for the OCHLA office are Monday through Friday from 8 a.m. to 5 p.m., allowing for a one-hour lunch break. This office is closed for a lunch hour from 1 to 2 p.m.

6 - Copies of written minutes are available for \$0.04/page and copies of recordings are available for \$0.75/cassette. Postage for mailing copies of pages and/or cassettes will be charged at actual cost. Amount to be paid before copies are made.

7 - Original Hardcopy and Official Tape Duplicates of Minutes and Recordings may not be taken out of the OCHLA Office for any reason.

8 - Paid copies of records may be taken out of the OCHLA Office.