



# J. Craig Snodgrass, CPA, CGFM

## Lorain County Auditor

### Public Records Request Form

Office of the Auditor  
226 Middle Ave. Elyria, OH 44035  
Phone 440-329-5207  
Fax 440-329-5223  
auditor@lcauditor.com  
loraincountyauditor.gov

The purpose of this form is to manage the public records request process more efficiently and to help avoid delays and confusion resulting from incorrect, incomplete or unclear requests. The availability of public records is not limited by or conditioned upon completion of this form. A written request for records is not mandatory and you may decline to identify yourself. If you do not wish to make a written request or do not wish to identify yourself, please call the Auditor's Office at 440-329-5207. If you use this form, please be as specific as possible about the records you are seeking. You may attach additional information to this request if you need more space.

Date of Request:

Requester's Name:  Company:

Address:  City/State/Zip:

Phone Number:  Fax Number:  Email:

Description of records request. *(Please be as specific as possible.)*

The actual costs associated with making copies of records is listed below.

\$ .10 (10 cents) per page of copy paper	\$10 for GIS data disc
\$25 for export of real estate database	Map prices vary by size and color format. Call 440-329-5298 for more information.

The Auditor's Office reserves the right to require payment in advance for the preparation of record requests. Documents will be provided in their native format, any conversion, programming or record filtering is the responsibility of the requestor.

Completed forms can be submitted via email by clicking the button below and following the instructions. It is also recommended you print a copy for your records. If you are submitting the form by standard mail, print the form by pressing the button below and mail to:  
*Lorain County Auditor's Office (Attention- Records Request), 226 Middle Avenue, Second Floor, Elyria, OH 44035.*

## Lorain County Auditor's Office Public Records Policy

It is the policy of the Lorain County Auditor's office to adhere to the state of Ohio's Public Records Act.

### **Contact People:**

Craig Snodgrass, Auditor  
Madelyn Torres, Public Information Officer  
Heidi Folley, Admin. Assistant

### **Address:**

226 Middle Avenue, 2nd Floor, Elyria, Ohio 44035

### **Phone / Email:**

(440) 329-5243 / auditor@lcauditor.com

### **Hours:**

M-F 8:00 am – 4:30 pm

### **Cost:**

\$.10/page for all documents

3.1) All responses to records requests are to be made in compliance with Ohio Revised Code Section 149.43. This policy is intended to summarize these provisions. Any interpretation of this policy or matters not specifically provided for herein shall be in accordance with O.R.C 149.43. Records are to be organized so as to be available promptly and within a reasonable time after allowing for examination and redaction of exempted information. This may include seeking legal assistance.

3.2) Records custodian cannot require requester to provide identity or reason for request. Records custodian may ask for the requester's identity, about the intended use, or that the request be in writing, if it would help to identify, locate, or deliver the requested records. However, the records custodian must disclose to the requester the following: You are not mandated by law to make your request in writing and you may decline to reveal your identity or intended use. Records custodian is not required to allow requestor to make copies.

3.3) If a request is refused, an explanation for the refusal must be provided, which includes the legal authority. If request is in writing, refusal must be in writing. If refusal is because request is overly broad, ambiguous, or worded so one cannot identify records, records custodian must inform requester how records are maintained and accessed to assist requester in revising request.

3.4) If a request is for any commercial purpose, the number of records to be transmitted by United States mail is limited to ten per month, unless the person certifies to the office in writing that the person does not intend to use or forward the requested records, or the information contained in them, for commercial purposes. "Commercial" means profit-seeking production, buying, or selling of any good, service, or other product.

## Lorain County Auditor's Policy/Procedure

**Purpose:** This policy details the use and distribution of personal information.

Personal information, as defined by Ohio Revised Code Section 1347.01, means any information that describes anything about a person, or that indicates actions done by or to a person, or that indicates that a person possesses certain personal characteristics, and that contains, or can be retrieved from a system by, a name, identifying number, symbol, or other identifier assigned to that person. This policy does not apply to payroll information that is considered to be a public record.

Personal information is maintained in the County Auditor's payroll system and in personnel folders and files. The use of this personal information is limited to payroll purposes only. Any other use of this information is prohibited.

Any request for personal information must be submitted in writing from the requestor and brought to the attention of the Auditor's Office Public Records Administrator or the Deputy Auditor designated by the County Auditor to handle such requests. In order to respond to the request, the Public Records Administrator or designee, must obtain a consent in writing from the employee who is the subject of the personal information request. The distribution of any personal information without the consent of the employee whose personal information is the subject of the request is prohibited.

If an employee in the County Auditor's office uses or distributes any personal information that is not his or her own information, the employee is subject to disciplinary action as determined by the County Auditor.

If an employee of another department uses or distributes personal information maintained in the payroll system that is not his or her own information, the matter will be brought to the attention of the employee's supervisor and to the employee's appointing authority.