

## Public Records Notice

The Clark County Department of Job & Family Services (CCDJFS) follows Ohio law in responding to requests for public records.

This office will provide copies of any public records of this office that must be provided by law.

Requests are to be made to the Public Records Custodian:

Renee Southward

937-327-1836

Renee.Southward@jfs.ohio.gov

Requests may be accommodated during regular business hours between 8:00 a.m. to 4:30 p.m. on regular business days, Monday through Friday, excluding holidays.

Please be aware that we are not required to create a record for you.

Public records may be viewed or copies may be requested.

You are not permitted to make copies of public records yourself.

Charges for copies are:

5 pages or less	no charge
6 pages or more	\$.05 per page
Volume requests	at prevailing rate
Compact Disc	\$1.00 each
Mailing Charges	at prevailing rate

CCDJFS will accept cash, checks, or money orders payable to:

Clark County Department of Job & Family Services

Payment must be received prior to issuance of any public records copies.

You can request to review or purchase copies of records in person or in writing. Neither identifying information nor a written request are required.

A copy of our Public Records Policy is available upon request from the Public Records Custodian.