

# OPEN RECORDS POLICY



- **Public Records are any documents – electronic, e-mail or paper - that relate to the business or activity of the office.**
- **Records are available Monday through Friday during regular, posted business hours, with the exception of published holidays.**
- **Those seeking public records will be charged only the actual cost of making copies, and mailing costs, if applicable.**
- **If the records are readily available, they will be given out immediately.**
- **If the records need to be researched or reviewed, you will be sent a written response and/or the records in no more than three business days.**
- **The full public records policy is available on request.**

**Please contact the Greene County Records & Information Manager / Archivist at:**

**Greene County Records Center and Archives  
140 East Main Street, Xenia, OH 45385  
Telephone: 937-562-5366**

