

Ordinance No. 2026-004

Passed 6-23-26

**AN ORDINANCE AMENDING THE VILLAGE'S PUBLIC RECORDS REQUEST
POLICY**

WHEREAS, on or about January 27, 2026, by Ordinance 2026-001, the Village enacted a Public Records Request Policy; and

WHEREAS, subsequent to the drafting of said Ordinance 2026-001, RC §149.43 was revised and affected certain provisions of said policy; and

WHEREAS, the Council of the Village of Risingsun has determined that in order to continue to comply with the requirements set-forth therein, it would be prudent to revise its policy.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF RISINGSUN, WOOD COUNTY, OHIO:

SECTION 1:

That the Village hereby amends Ord. 2026-001- Exhibit A, Section 3 of the Village of Risingsun Public Records Request Policy dated January 1, 2026, in its entirety and fully replaces the text of said Section 3 with the following language:

"Section 3- Copying and Mailing Costs for Public Records

With the exception of records requested from the Village Prosecutor's Office or the Village Police Department, and subject to the provisions of Section 3.5, below, those seeking public records may be charged only the actual cost of making copies, not labor. The charge for paper copies is ten (10) cents per page. The charge for electronic files downloaded to a compact disc is \$2.00 per disk.

Section 3.1 A requester may be required to pay in advance for costs involved in providing the copy. The requester may choose whether to have the record duplicated upon paper, upon the same medium in which the public record is kept, or upon any other medium on which this office determines that the record

can reasonably be duplicated as an integral part of the Village of Risingsun's normal operation.

Section 3.2 If a requester asks that the documents be delivered to them, he or she may be charged the actual cost of the postage and mailing supplies, or other actual costs of delivery.

Section 3.4 There is no additional charge for e-mailed documents.

Section 3.5- Public Records Requests of the Village Prosecutor's Office or Police Department

The Village Prosecuting Attorney's Office or Village Police Department may charge the requester the actual cost associated with preparing a video record for inspection or production, not to exceed seventy-five dollars (\$75.00) per hour of video produced, nor seven hundred fifty dollars (\$750.00) total. As used in this section, "actual cost," with respect to video records only, means all costs incurred by the Village Prosecuting Attorney's Office or Village Police Department in reviewing, blurring, or otherwise obscuring, redacting, uploading, or producing the video records, including but not limited to the storage medium upon which the record is produced, staff time, and any other relevant overhead necessary to comply with the request.

Within five business days of receipt of such a public records request, the Village Prosecuting Attorney's Office or Village Police Department shall provide the requester with the estimated actual cost to fulfill such request. The requester shall then pay the estimated actual cost before the Village Prosecuting Attorney's Office or Village Police Department begins the process of preparing a video record for inspection or production and the Village shall have no obligation to produce a video or make it available for inspection until the estimated actual cost is paid in full by the requester. If the actual cost exceeds the estimated actual cost, the Village may charge the requester for the difference upon fulfilling the request for video records if the requester is notified in advance that the actual cost may be up to twenty per cent (20%) higher than the estimated actual cost. The Village may not charge the requester a difference that exceeds twenty per cent (20%) of the estimated actual cost."

SECTION 2:

All other terms, conditions, provisions, and text not specifically amended, above, shall remain in full force and effect and shall not be altered, eliminated, or superseded by this amendment.

SECTION 3:

All formal actions of Council relating to the adoption of this Ordinance and all deliberations of Council and any of its committees leading to such action were in meetings open to the public as required by Law.

SECTION 4:

The Village Fiscal Officer is hereby directed to publish notice of this Ordinance pursuant to RC §731.21.

SECTION 5:

This ordinance shall become effective at the earliest date permitted by law.

Passed: 6-23-26

Juanita Rodriguez
President of Council

M. D. Doherty
Mayor

Attest:

Lena P. H. H. H.
Village Fiscal Officer

Approved as to form:

Village Solicitor

CERTIFICATION

The foregoing Ordinance was duly published, pursuant to RC §731.21(A)(3) by placing a copy of the entire ordinance on the Village Website and Village Facebook account, beginning on

6-23-26.

Lena P. H. H. H.
Village Fiscal Officer

6-23-26
Date

Village of Risingsun

420 Main St.

Risingsun, OH 43457

(419) 457-4435

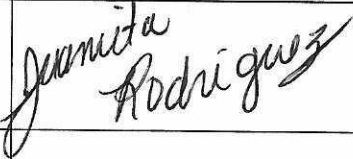
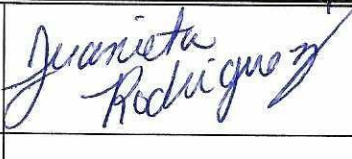
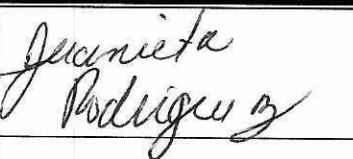
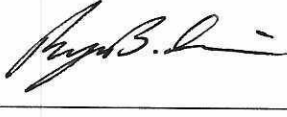
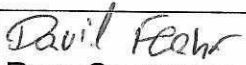
villageofrisingsunfo@gmail.com

ORDINANCE / RESOLUTION SIGNATURE PAGE

DOCUMENT #: 2026-004

TITLE: An Ordinance Amending the Village's Public
Records Request Policy

MAYOR: John Dierksheide

Council Members	1 st Reading DATE: 4-28-26	2 nd Reading DATE: 5-16-26	3 rd Reading DATE: 6-23-26
Juanieta Rodriguez			
Earl Morse			
Tim Woodruff			
Ryan Caudill			
Mike Thomas			
 David Feehr Dan Conner		