



ODNR PUBLIC RECORDS POLICY

(Posted pursuant to Section 149.43(E)(2) of the Ohio Revised Code)

Under Ohio law, you may request access to the public records of the Ohio Department of Natural Resources.

You may request:

- **Copies of public records; or**
- **An opportunity to inspect them.**

When making a public records request, you are NOT required to:

- **Make your request in writing; or**
- **Give us your name, address, or a reason for wanting the records. (However, putting your request in writing, and/or giving us your name, address and a reason for wanting the records, may allow us to reply to your request more quickly).**

When making your request, be as clear and as specific as possible, as this will help us to find and give you the records faster.

Some records ODNR holds may be confidential except to certain people. For those records, we may need to ask for your name and other information to make sure that we are not breaking the law by giving out records to individuals who are not entitled to have them.

For requests involving large numbers of documents, you may be asked to pay for the cost of copying, packaging and delivery. However, ODNR cannot charge you for the opportunity to inspect records.

If we deny your request for records, we will tell you why we did so.

If you do not already know where to call for a particular record, or need assistance with making your request, you may call the ODNR General Information Inquiry Line at 1-614-265-6565.

