

RICHLAND COUNTY CLERK OF COURTS

LINDA H. FRARY

50 Park Avenue East

Mansfield OH 44902

Telephone: 419-774-5549 - Facsimile: 419-774-5547

frary.l@richlandcourtsoh.us

www.richlandcourtsoh.us

PUBLIC RECORD REQUESTS NOTICE

The Richland County Clerk of Courts is committed to ensuring your rights to promptly inspect and/or receive copies in a reasonable amount of time of the public records maintained by the Richland County Clerk of Courts. **PLEASE CALL THE OFFICE (AT THE NUMBERS NOTED BELOW) BEFORE DRIVING ANY SIGNIFICANT DISTANCE TO MAKE A PUBLIC RECORD REQUEST. We have a duty to inspect a complete file or microfiche or a single record to redact any information that cannot be released and we are given a reasonable amount of time to do so. We may not be able to comply with you record request the day it is made if the records requested are voluminous.**

It is the intent of this office to immediately respond to all public record requests. However, certain personal information (see Ohio Revised Code Sections 149.43 for specific citations on social security numbers, personal information, vehicle and license tag numbers, driver's license numbers, financial account numbers and tax identification numbers and Ohio Revised Code 149.45 for definitions of personal information), non-case documents in Domestic Relations cases (See Ohio Rules of Superintendence 44(C)(2)(h)(viii)), medical records (see Ohio Revised Code Section 149.43(A)(1)(a)) must first be reviewed and all such information redacted from originals. The copies provided to you will note what information has been redacted and cite the legal authority allowing this office to make such redactions. If you wish to see an entire file, then we have the same duty to review records and redact information that cannot be provided before we allow you to sit and look at a physical file. The information to be redacted can be changed by Ohio laws and additional information may need to be redacted.

To assist you, the Richland County Clerk of Courts has enacted Schedules of Records Retention and Disposition, a Records Management Policy and a Personnel Records Management Policy that are available for your review.

The Schedules of Records Retention and Disposition (updated 2020) identify the records that are maintained by the Richland County Clerk of Courts for both the Legal and Auto Title Divisions.

The Records Management Policy and the Personnel Records Management Policy inform you how the Richland County Clerk of Courts will respond to your public record requests. This includes your rights to promptly inspect and/or receive copies of your public records in a reasonable amount of time. Copies may include paper or other medium as provided in the Records Management Policy. Any costs for copies are specified in the Records Management Policy.

LEGAL DIVISION RECORDS: Please direct your public record inquiries/public record requests to the Records Manager or to the Alternate Records Manager of the Richland County Clerk of Courts Legal Division, who are available at the Richland County Courthouse, 50 Park Avenue East, Mansfield, Ohio during the regular business hours of Monday through Friday, from 8:00 a.m. to 4:00 p.m. The telephone number is 419-774-5549.

AUTO TITLE DIVISION RECORDS: Please direct your public record inquiries/public record requests to the Records Manager or to the Alternate Records Manager of the Richland County Clerk of Courts Auto Title Division, who are available at the Auto Title office, 77 N. Mulberry Street, Mansfield, Ohio during the regular business hours of Monday through Friday, from 8:00 a.m. to 4:00 p.m. The telephone number is 419-774-5511.