

# Hamilton County Sheriff's Office

## Public Records Policy Notice

### HAMILTON COUNTY

As a public office of the State of Ohio, the Hamilton County Sheriff's Office is subject to the Ohio Public Records Act (Ohio Revised Code 149.43).

The Sheriff's Office, in accordance with the Ohio Revised Code, defines records as including the following: Any document – paper, electronic (including, but not limited to, e-mail), or other format – that is created or received by, or comes under the jurisdiction of a public office that documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office.

The Sheriff's Office shall ensure that all public records requests are promptly prepared and made available for inspection to any person at all reasonable times during regular business hours (8:00 a.m. – 4:00 p.m.).

Effective January 24, 2023, the Hamilton County Sheriff's Office has adopted General Order #404 Public Records policy which outlines rules and procedures followed by the Divisions of the Sheriff's Office regarding public records request and records retention.

A complete copy of the General Order is available by contacting the Sheriff's Office Administration.

### Hamilton County Sheriff's Office

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Hamilton County Sheriff's Office  
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