# 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, device, or item, regardless of physical form or characteristic, including an electronic record as defined in [R.C. 1306.01], created or received by or coming under the jurisdiction of any public office of the state or its political subdivisions, which serves to document 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 4, 2024, the Hamilton County Sheriff's Office adopted Policy #807 Records Maintenance and Release which provides guidance on the maintenance and release of Sheriff's Office records.

A complete copy of Policy #807 is available at hcso.org or by contacting the Sheriff's Office Administration Office.

Hamilton County Sheriff's Office
Administrative Division
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