

Preservation Parks of Delaware County Public Records Request

Preservation Parks is a public entity and is subject to the Ohio Open Records Act, commonly referred to as “Sunshine Laws.” Most records in the custody of Preservation Parks are considered open to be obtained or viewed by the public, upon request.

Process for requesting Public Records

- Any person, corporation, individual, or governmental agency may make a request.
- Request can be made in person, by mail or electronic e-mail.
- Upon request, copies of public records cost \$.05 per page.
- Cost of postage can be charged to the requestor and will be required in advance.

Confidential Records

Examples of records not considered as confidential and available to the public are:

- Employee personnel records excluding certain information
- Employee performance reviews and disciplinary records
- Exit Interviews
- E-mails, letters, board minutes, and memoranda utilized to conduct public business, unless a specific exception applies

Examples of confidential records that are not available to the public are:

- Attorney-Client privileged information
- Peace officer’s personal and family information
- Employee residential and family information
- Criminal background information and other law enforcement information
- Social Security Numbers
- Medical records
- Trial preparation records
- Confidential law enforcement investigatory records

Contact Human Resources:

- 740-524-8600, ext. 7, option 2
- tbenishek@preservationparks.com