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Owner **KEVIN VANMETER:**  
Director of Finance  
Policy Area **Procedure Manual- Fiscal Vital Stats**

## Copy Charge for Public Record

### POLICY:

In accordance with O.R.C. 149.43, Richland Public Health will prepare and make available for inspection all public records within a reasonable amount of time.

Richland Public Health will adopt the usual and customary fee charged by government agencies of 5¢ per page.

### PROCEDURE:

- The requesting citizen will be provided copies of public documents at the charge of 5¢ per page. This fee does not relate to the preparation of certified birth or death records or any other documents where fees for copies are set by State Legislation.
- A receipt will be provided to the citizen as proof that the requested material was provided.

### Approval Signatures

Step Description	Approver	Date
	JULIE CHAYA: Health Commissioner	2/7/2023
	ANITA DOUVILLE: HR Specialist	12/19/2022