

LCCS POLICY 148

Fees for the Preparation & Copying of Records

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Current Effective Date:	1/22/2020
Obsolete/Combined Date:	
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See new Policy #:	

Scope:	All LCCS staff who receive requests for information from LCCS records.
Responsibility:	Fiscal, Security, and Records Department
Purpose:	To establish a consistent, equitable response and fee structure for Release of Information from LCCS records.
Legal Cite:	O.R.C. §§ 149.011, 149.143

POLICY STATEMENT

Lucas County Children Services will collect fees for the preparation and/or copying of information to be released from LCCS records.

PROCEDURE - including required timeframes and documentation

Records requests will be charged "at cost", which includes the actual cost of making copies, packaging, postage, and any other costs of the method of delivery or transmission chosen by the requester. There is no charge for records requests of 100 pages or less.

Governmental sub-divisions, agencies, or offices (i.e., including but not limited to juvenile court, juvenile probation, domestic relations court, law enforcement agencies, prosecutors, and other child protection agencies) that request information shall be exempt from this policy.

All requests for information should be routed to the Information and Release Processing Unit (76-D).

Non-exempt requesters of information will be advised of the fee/charge for the preparation and copying of documents from the LCCS files prior to the preparation of the documents.

The fee will be collected prior to the dissemination of the documents.

The LCCS employee responsible for preparing the documents, upon notification that the fee has been paid, will send out the requested information.

If the requester makes a payment in person, it shall be given to LCCS security. Security will forward the funds to Fiscal.

CASE PRACTICE GUIDES

Employees preparing the information for release will follow the Confidentiality/ Release of Information Index

RELATED POLICIES and FORMS

LCCS Policy 150 (Confidentiality and Release of Information)