Bethel TOWNSHIP
MIAMI COUNTY - OHIO

RESOLUTION #26-11-114

A RESOLUTION ESTABLISHING A COST RECOVERY POLICY FOR PUBLIC RECORDS REQUESTS

The Bethel Township Board of Trustees, Bethel Township, Miami County, Ohio met in regular session on the 10th day of November, 2026 with the following Trustees being present: Kama Dick, Julie Reese, and Josh Wilkerson.

Trustee Dick **moved for the adoption** of the following resolution:

WHEREAS, the Public Records Act ensures transparency and access to government records; **AND**

WHEREAS, fulfilling certain requests may require significant staff time, specialized equipment, or reproduction of large volumes of materials; **AND**

WHEREAS, Ohio law permits public offices to recover costs associated with producing copies, mailing, and other necessary services as specified in Ohio Revised Code (ORC) Section 149.43; **AND**

WHEREAS, per ORC Section 149.43(7)(c) (i) A public office may limit the number of records requested by a person that the office will physically deliver by United States mail or by another delivery service to ten per month, unless the person certifies to the office in writing that the person does not intend to use or forward the requested records, or the information contained in them, for commercial purposes; and 149.43(7)(c)(ii), a public office that chooses to provide some or all of its public records on a web site that is fully accessible to and searchable by members of the public at all times, other than during acts of God outside the public office's control or maintenance, and that charges no fee to search, access, download, or otherwise receive records provided on the web site, may limit to ten per month the number of records requested by a person that the office will deliver in a digital format, unless the requested records are not provided on the web site and unless the person certifies to the office in writing that the person does not intend to use or forward the requested records, or the information contained in them, for commercial purposes; **AND**

WHEREAS, the governing body seeks to balance open access with fiscal responsibility to taxpayers. **THEREFORE**

BE IT RESOLVED, by the Bethel Township Board of Trustees, Bethel Township, Miami County, Ohio:

1. **Cost Recovery** – The public office shall recover costs for:
    - Electronic delivery of records shall be free of charge, with a maximum size allowed by the email provider. Beyond the size limit, the requester will be expected to provide electronic media (USB drive, etc) to contain the documents.
    - Provision by the Township of electronic media (e.g., USB drives, CDs, DVDs) at purchase price.
    - Printing or photocopying records at a per page rate of ten cents ($0.10) reflecting current supply costs.
    - Postage, courier, or delivery fees at actual cost.
    - Staff time for extensive requests requiring more than one (1) hour, billed at the hourly rate of the employee(s) fulfilling the request, as permitted by law.
3. **Deposit Requirement** – For requests estimated to exceed five hundred dollars and zero cents ($500.00), the requester may be required to provide a deposit equal to the estimated cost before processing begins.
4. **Discretionary Waivers** – Fees may be waived for requests from other public agencies, media outlets, or individuals when the public interest outweighs the cost recovery need, at the discretion of the Township Administrator or Records Custodian.
5. **Limited Number of Record Requests** – Requests will be limited per ORC Section 149.43(7)(c)(i) and Section 149.43(7)(c)(ii) to ten per month.

6. **Effective Date** – This resolution shall take effect immediately upon adoption.

Trustee Reese **seconded** the motion and the Board voted as follows upon roll call:

Vote:		
	Trustee Kama Dick	Yes
	Trustee Julie Reese	Yes
	Trustee Josh Wilkerson	No

Attest: Rhonda Ross

Rhonda Ross, Fiscal Officer
Bethel Township, Miami County, Ohio