



MEDINA COUNTY ENGINEER
Mike Salay, P.E., P.S.

PUBLIC RECORDS POLICY

Records of the Medina County Engineer's Office are public. This includes documents of paper, electronic or other media created under the jurisdiction of this office.

Record requests do not have to be put in writing and the use of document(s) may be kept confidential by the person(s) or agency requesting records.

Taking into account the volume of records and the time for legal review, access for inspection and copies of public records shall be provided within a reasonable time. The Medina County Engineer's Office records may be reviewed during normal business hours.

The records maintained by the Medina County Engineer's Office and the ability to access them are a means to provide trust between the public and the Medina County Engineer.

There is no cost for viewing public records. There is a nominal cost for copies, a separate cost sheet is available showing prices of all of reproduction work.

The Medina County Engineer's Office maintains a public records policy, copies may be requested from one of our employees.

PUBLIC RECORDS POLICY

COST SHEET:

Paper Copies:

	BW	Color*
8-1/2" x 11"	.05	.50
8-1/2" x 14"	.05	.50
11" x 17"	.10	1.00
18" x 24"	2.00	2.00
24" x 36"	4.00	4.00
Mylar 24" x 36"	5.00	

Digital Records:

3-1/2 DISK	.05
CD ROM	.25

Books:

Engineering Code	2.00
Stormwater Management Book	20.00
Highway Use Manual	2.00
Flood Damage Reduction Book	1.00

*not all records have option for color copies

