



# DELAWARE COUNTY SHERIFF'S OFFICE

## *Sheriff Jeffrey C. Balzer*

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### **PUBLIC RECORDS AVAILABILITY:**

The following serves to inform citizens of the means to obtain copies of Public Records maintained by the Delaware County Sheriff's Office, and is in accordance with Ohio Revised Code #149.43.

### **A. OVERVIEW**

1. The records maintained by the Sheriff's Office and the ability to access them is a means to provide trust between the Sheriff's Office and the public it serves.
2. A Schedule of Records Retention and Disposition (RC-2) has been adopted by the Sheriff's Office. Records that fall within the retention period and that are applicable for release by law will be made available in as timely a manner as possible.
3. The Sheriff/his designee serves as the custodian of records maintained by the Sheriff's Office.
4. Law enforcement agencies, Sheriff's Office employees, and other government/private entities will be required to obtain Sheriff's Office files, information and documents through the use of the public records policy when information/documents are intended for use other than for criminal investigation or prosecution.

### **B. OBTAINING PUBLIC RECORDS**

1. Requests for Public Records can be made in one of the following convenient ways:
  - a. Email: [records@co.delaware.oh.us](mailto:records@co.delaware.oh.us)
  - b. Website: under the Forms tab at [www.delawarecountysheriff.com](http://www.delawarecountysheriff.com)
  - c. Phone: 740-833-2860
  - d. Fax: 740-833-2889
  - e. In person: 1776 State Route 521, Delaware, OH 43015
2. Written public records requests are preferred in order to clarify and expedite requests, however, written is not required.
3. The vast majority of fulfilled requests will be provided via an electronic link, however, hard copies can be provided at request, and will require a fee prior to the release of the records:
  - a. The fee for photographs or audio/video recordings is \$2.00 per CD/DVD/flash drive.
  - b. The fee for paper records exceeding twenty-five (25) pages will be assessed a copy cost of \$.05 per page for standard size, one-sided, black and white copies. The copy cost may differ for non-standard, double-sided, or color copies.
  - c. Acceptable payment methods include: check, money order, cash, or credit card.
4. Requests for Public Records from the news media shall be directed:  
Public Information Officer: 740-833-2817 or [sheriffinfo@co.delaware.oh.us](mailto:sheriffinfo@co.delaware.oh.us).