

**As Reported by the House Civil Justice Committee**

**134th General Assembly**

**Regular Session**

**2021-2022**

**H. B. No. 93**

**Representatives Abrams, LaRe**

**Cosponsors: Representatives Richardson, Carfagna, Johnson, Ingram, Seitz,  
Zeltwanger, Koehler, Riedel, Gross, Cross, Carruthers, Plummer, Sheehy,  
Galonski, Crossman, Leland, White**

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**A BILL**

To amend sections 111.42, 111.43, 111.45, 111.46, 1  
111.48, 111.99, 149.43, 315.25, 317.13, 317.32, 2  
319.28, 2303.12, and 5301.255 and to enact 3  
sections 111.431, 111.432, and 321.25 of the 4  
Revised Code to make changes to the Address 5  
Confidentiality Program administered by the 6  
Secretary of State and to make changes to county 7  
recorder fees. 8

**BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF OHIO:**

**Section 1.** That sections 111.42, 111.43, 111.45, 111.46, 9  
111.48, 111.99, 149.43, 315.25, 317.13, 317.32, 319.28, 2303.12, 10  
and 5301.255 be amended and sections 111.431, 111.432, and 11  
321.25 of the Revised Code be enacted to read as follows: 12

**Sec. 111.42.** (A) A person to whom all of the following 13  
applies may apply to the secretary of state with the assistance 14  
of an application assistant to become a participant in the 15  
address confidentiality program, in which an address designated 16  
by the secretary of state serves as the person's address or the 17

address of the minor, incompetent, or ward on whose behalf the 18  
person is applying: 19

(1) The applicant is an adult who is applying on behalf of 20  
the person's self or is a parent or guardian applying on behalf 21  
of a minor, incompetent, or ward. 22

(2) The applicant or the minor, incompetent, or ward, as 23  
applicable, resides, works, or attends a school or an 24  
institution of higher education in this state. 25

~~(3) The applicant or the minor, incompetent, or ward, as 26  
applicable, is changing residence. 27~~

~~(4) The applicant fears for the safety of the applicant, a 28  
member of the applicant's household, or the minor, incompetent, 29  
or ward on whose behalf the application is made because the 30  
applicant, household member, minor, incompetent, or ward is a 31  
victim of domestic violence, menacing by stalking, human 32  
trafficking, trafficking in persons, rape, or sexual battery. 33~~

~~(5)~~ (4) The applicant or the minor, incompetent, or ward, 34  
as applicable, is not a tier I sex offender/child-victim 35  
offender, a tier II sex offender/child-victim offender, or a 36  
tier III sex offender/child-victim offender. 37

(B) An application to become a participant in the address 38  
confidentiality program shall be made on a form prescribed by 39  
the secretary of state and filed in the office of the secretary 40  
of state in the manner prescribed by the secretary of state. The 41  
application shall contain all of the following: 42

(1) A notarized statement by the applicant that the 43  
applicant fears for the safety of the applicant, a member of the 44  
applicant's household, or the minor, incompetent, or ward on 45  
whose behalf the application is made because the applicant, 46

household member, minor, incompetent, or ward is a victim of 47  
domestic violence, menacing by stalking, human trafficking, 48  
trafficking in persons, rape, or sexual battery; 49

(2) A statement that the application assistant recommends 50  
that the applicant or the minor, incompetent, or ward, as 51  
applicable, participate in the address confidentiality program; 52

(3) A knowing and voluntary designation of the secretary 53  
of state as the agent for the purposes of receiving service of 54  
process and the receipt of mail; 55

(4) The mailing address and telephone number or numbers at 56  
which the secretary of state may contact the applicant; 57

(5) The address or addresses of the applicant's residence, 58  
school, institution of higher education, business, or place of 59  
employment that the applicant requests not be disclosed for the 60  
reason that disclosure will increase the risk that the 61  
applicant, a member of the applicant's household, or the minor, 62  
incompetent, or ward on whose behalf the application is made 63  
will be threatened or physically harmed by another person; 64

(6) The signature of the applicant, the name and signature 65  
of the application assistant who assisted the applicant, and the 66  
date on which the applicant and the application assistant signed 67  
the application; 68

(7) Except for a claim based on the performance or 69  
nonperformance of a public duty that was manifestly outside the 70  
scope of the officer's or employee's office or employment or in 71  
which the officer or employee acted with malicious purpose, in 72  
bad faith, or in a wanton or reckless manner, a voluntary 73  
release and waiver of all future claims against the state for 74  
any claim that may arise from participation in the address 75

confidentiality program. 76

(C) Upon receiving a properly completed application under 77  
division (B) of this section, the secretary of state shall, 78  
within ten business days, do all of the following: 79

(1) Certify the applicant or the minor, incompetent, or 80  
ward on whose behalf the application is filed as a program 81  
participant; 82

(2) Designate each eligible address listed in the 83  
application as a confidential address; 84

(3) Issue the program participant a unique program 85  
participant identification number; 86

(4) Issue the program participant an address 87  
confidentiality program authorization card, which shall be valid 88  
during the period that the program participant remains certified 89  
to participate in the address confidentiality program, and which 90  
shall include the address at which the program participant may 91  
receive mail through the office of the secretary of state; 92

(5) Provide information to the program participant 93  
concerning all of the following: 94

(a) The manner in which the program participant may use 95  
the secretary of state as the program participant's agent for 96  
the purposes of receiving mail and receiving service of process 97  
and the types of mail that the secretary of state will forward 98  
to the program participant; 99

~~(6) Provide information to the program participant~~ 100  
~~concerning the~~ (b) The process to register to vote and to vote 101  
as a program participant, if the program participant is eligible 102  
to vote; 103

(c) The process to file a real property confidentiality notice with the county recorder concerning any real property in which the program participant acquires an ownership interest after being certified a program participant and after the effective date of this amendment; 104  
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(d) The use of a written notice to persons involved in the acquisition of real property under section 111.432 of the Revised Code; 109  
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(e) The process to authorize the secretary of state to disclose confidential information concerning the program participant under certain circumstances, as described in division (E) of section 111.43 of the Revised Code. 112  
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(D) A program participant shall update the person's application information, within thirty days after any change has occurred, by submitting a notice of change to the office of the secretary of state on a form prescribed by the secretary of state. The secretary of state may, with proper notice, cancel a program participant's certification if the participant is found to be unreachable for a period of sixty days or more. 116  
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(E) The certification of a program participant shall be valid for four years after the date of the filing of the application for the program participant unless the certification is withdrawn or invalidated before the end of that four-year period. 123  
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(F) (1) A program participant who continues to be eligible to participate in the address confidentiality program may renew the program participant's certification by submitting a renewal application to the secretary of state with the assistance of an application assistant. The renewal application shall be on a 128  
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form prescribed by the secretary of state and shall contain all 133  
of the information described in division (B) of this section. 134

(2) The secretary of state may prescribe by rule a grace 135  
period during which a program participant whose certification 136  
has expired may renew the program participant's certification 137  
without being considered to have ceased being a program 138  
participant during that period. 139

(3) When a program participant renews the program 140  
participant's certification, the program participant shall 141  
continue to use the program participant's original program 142  
participant identification number. 143

(G) A tier I sex offender/child-victim offender, a tier II 144  
sex offender/child-victim offender, or a tier III sex 145  
offender/child-victim offender is not eligible to participate in 146  
the address confidentiality program described in sections 111.41 147  
to 111.99 of the Revised Code. 148

**Sec. 111.43.** (A) A program participant may request that a 149  
governmental entity, other than a board of elections, use the 150  
address designated by the secretary of state as the program 151  
participant's address. Except as otherwise provided in division 152  
~~(D)~~ (F) of this section and in section 111.44 of the Revised 153  
Code, if the program participant requests that a governmental 154  
entity use that address, the governmental entity shall accept 155  
that address. The program participant ~~may~~ shall provide the 156  
program participant's address confidentiality program 157  
authorization card as proof of the program participant's status. 158

(B) A program participant who acquires an ownership 159  
interest in real property in this state after being certified a 160  
program participant and after the effective date of this 161

amendment may submit a real property confidentiality notice to 162  
the county recorder of the county in which the real property is 163  
located, as described in section 111.431 of the Revised Code. 164

(C) If a program participant's employer, school, or 165  
institution of higher education is not a governmental entity, 166  
the program participant may request that the employer, school, 167  
or institution of higher education use the address designated by 168  
the secretary of state as the program participant's address. The 169  
program participant may provide the program participant's 170  
address confidentiality program authorization card as proof of 171  
the program participant's status. 172

~~(C) (1)~~ (D) (1) The office of the secretary of state shall, 173  
on each day that the secretary of state's office is open for 174  
business, place all of the following that the secretary of state 175  
receives on behalf of a program participant into an envelope or 176  
package and mail that envelope or package to the program 177  
participant at the mailing address the program participant 178  
provided to the secretary of state for that purpose: 179

(a) First class letters, flats, packages, or parcels 180  
delivered via the United States postal service, including 181  
priority, express, and certified mail; 182

(b) Packages or parcels that are clearly identifiable as 183  
containing pharmaceutical agents or medical supplies; 184

(c) Packages, parcels, periodicals, or catalogs that are 185  
clearly identifiable as being sent by a governmental entity; 186

(d) Periodicals to which the program participant 187  
subscribes; 188

(e) Packages, parcels, ~~periodicals,~~ or catalogs that have 189  
received prior authorization from the office of the secretary of 190

state for forwarding under this section. 191

(2) Except as provided in divisions ~~(C) (1) (a)~~ (D) (1) (a) to 192  
~~(d)~~ (e) of this section, the office of the secretary of state 193  
shall not forward any packages, parcels, periodicals, or 194  
catalogs received on behalf of a program participant. 195

(3) The secretary of state may contract with the United 196  
States postal service to establish special postal rates for the 197  
envelopes or packages used in forwarding a program participant's 198  
mail under this section. 199

(4) (a) Upon receiving service of process on behalf of a 200  
program participant, the office of the secretary of state shall 201  
immediately forward the process by certified mail, return 202  
receipt requested, to the program participant at the mailing 203  
address the program participant provided to the secretary of 204  
state for that purpose. Service of process upon the office of 205  
the secretary of state on behalf of a program participant 206  
constitutes service upon the program participant under rule 4.2 207  
of the Rules of Civil Procedure. 208

(b) The secretary of state may prescribe by rule the 209  
manner in which process may be served on the secretary of state 210  
as the agent of a program participant. 211

(c) Upon request by a person who intends to serve process 212  
on an individual, the secretary of state shall confirm whether 213  
the individual is a program participant but shall not disclose 214  
any other information concerning a program participant. 215

~~(D)~~ (E) (1) A program participant may submit to the 216  
secretary of state, on a form prescribed by the secretary of 217  
state, an authorization for the secretary of state to disclose 218  
confidential information concerning the program participant 219



<u>under one or more of the following circumstances, as indicated</u>	220
<u>on the authorization form:</u>	221
<u>(a) To an official or employee of the United States postal</u>	222
<u>service for the purpose of performing the secretary of state's</u>	223
<u>duties under division (D) of this section;</u>	224
<u>(b) To any of the following persons for the purpose of</u>	225
<u>confirming the program participant's status as a program</u>	226
<u>participant, for the purpose of verifying the program</u>	227
<u>participant's residence address, or for other similar purposes</u>	228
<u>in order to assist the program participant:</u>	229
<u>(i) A judge or magistrate;</u>	230
<u>(ii) An official or employee of the bureau of motor</u>	231
<u>vehicles;</u>	232
<u>(iii) A school administrator;</u>	233
<u>(iv) An administrator of a public assistance program;</u>	234
<u>(v) An administrator of a food pantry.</u>	235
<u>(c) To another person identified on the authorization form</u>	236
<u>for a purpose indicated on the authorization form.</u>	237
<u>(2) A person authorized under division (E) (1) of this</u>	238
<u>section to receive a program participant's confidential</u>	239
<u>information may request only the information that the person or</u>	240
<u>the person's office requires under normal circumstances. The</u>	241
<u>person cannot require the disclosure of information as a</u>	242
<u>condition of receiving any services to which the applicant or</u>	243
<u>participant is otherwise entitled.</u>	244
<u>(3) Upon receiving a request for information concerning a</u>	245
<u>program participant who has submitted a valid authorization form</u>	246

under division (E) (1) of this section, the secretary of state 247  
shall determine whether the authorization form permits the 248  
secretary of state to disclose the information to the requestor 249  
and, if so, within ten business days, shall disclose that 250  
information to the requestor along with the following statement: 251  
"You are not permitted to redisclose the following information 252  
for any reason. Failure to protect the confidentiality of this 253  
information is a violation of state law." 254

(F) Division (A) of this section does not apply to a 255  
municipal-owned public utility. The confidential addresses of 256  
participants of the address confidentiality program that are 257  
maintained by a municipal-owned public utility are not a public 258  
record and shall not be released by a municipal-owned public 259  
utility or by any employee of a municipal-owned public utility. 260

Sec. 111.431. (A) A program participant who acquires an 261  
ownership interest in real property in this state after being 262  
certified as a participant in the address confidentiality 263  
program, may submit a real property confidentiality notice to 264  
the county recorder of the county in which the real property is 265  
located. The program participant shall provide the program 266  
participant's address confidentiality program authorization card 267  
as proof of the program participant's status. A real property 268  
confidentiality notice shall be on a form prescribed by the 269  
secretary of state and shall include all of the following: 270

(1) The program participant's full name; 271

(2) The last four digits of the program participant's 272  
social security number; 273

(3) The date the program participant's certification 274  
expires; 275

<u>(4) The program participant's program participant</u>	276
<u>identification number;</u>	277
<u>(5) The address at which the program participant may</u>	278
<u>receive mail through the office of the secretary of state;</u>	279
<u>(6) The legal description and street address of the real</u>	280
<u>property in which the program participant has an ownership</u>	281
<u>interest, which shall be the same as the legal description and</u>	282
<u>street address included on any instrument concerning the real</u>	283
<u>property that includes the program participant's name and that</u>	284
<u>has been presented to the county recorder for recording;</u>	285
<u>(7) A fictitious name, chosen by the secretary of state,</u>	286
<u>that may be used by a county recorder, auditor, treasurer, or</u>	287
<u>engineer or the clerk of the court of common pleas for internal</u>	288
<u>indexing purposes;</u>	289
<u>(8) The program participant's signature.</u>	290
<u>(B) When the county recorder receives a properly completed</u>	291
<u>real property confidentiality notice under division (A) of this</u>	292
<u>section, the county recorder promptly shall transmit copies of</u>	293
<u>the notice to the secretary of state, and to the county auditor,</u>	294
<u>treasurer, and engineer.</u>	295
<u>(C) (1) Except as otherwise provided in divisions (D) and</u>	296
<u>(F) of this section, after a program participant has submitted a</u>	297
<u>properly completed real property confidentiality notice under</u>	298
<u>division (A) of this section, the county recorder, auditor,</u>	299
<u>treasurer, and engineer shall not disclose to any person the</u>	300
<u>program participant's name, telephone number, electronic mail</u>	301
<u>address, or program participant identification number, the</u>	302
<u>address at which the program participant may receive mail</u>	303
<u>through the office of the secretary of state, or any other</u>	304

information that may be used to identify the program 305  
participant, in conjunction with the legal description, parcel 306  
identification number, or street address of the real property in 307  
which the program participant has an ownership interest or any 308  
other information that may be used to identify the real 309  
property. If the county recorder receives a request for that 310  
information for the purpose of performing a title examination, 311  
the county recorder shall comply with division (G) of this 312  
section, and inform the requestor of the procedure to apply to 313  
the secretary of state for authorization under division (E) of 314  
this section. If the county recorder, auditor, treasurer, or 315  
engineer receives a real property confidentiality notice under 316  
this section, the county recorder, auditor, treasurer, or 317  
engineer shall bring any existing publicly available records or 318  
databases into conformity with this section not later than five 319  
business days after receiving the real property confidentiality 320  
notice. 321

(2) If a program participant is a party to a court of 322  
common pleas proceeding, the program participant may provide a 323  
properly completed real property confidentiality notice to the 324  
clerk of the court of common pleas. Upon such notice, the clerk 325  
of the court of common pleas shall notify the secretary of state 326  
that the program participant has provided a real property 327  
confidentiality notice to the clerk of the court of common 328  
pleas, and shall not otherwise disclose to any person the 329  
information described in division (C) (1) of this section. 330

(D) The county recorder, auditor, treasurer, or engineer 331  
or the clerk of the court of common pleas may disclose the 332  
information described in division (C) of this section if any of 333  
the following apply: 334

(1) The information is disclosed to the staff of the 335  
county recorder, auditor, treasurer, or engineer or the staff of 336  
the clerk of the court of common pleas in order to carry out the 337  
duties of the office. 338

(2) The program participant is the person to whom the 339  
information is to be disclosed. 340

(3) The program participant has provided a notarized 341  
statement to the secretary of state, authorizing the disclosure 342  
to that person for a specific purpose described in the 343  
statement, and the secretary of state has issued a written 344  
authorization to the county recorder, auditor, treasurer, or 345  
engineer, or to the clerk of the court of common pleas, as 346  
applicable, to disclose the information to that person. 347

(4) The person to whom the information is to be disclosed 348  
provides a written authorization issued by the secretary of 349  
state under division (E) of this section to disclose the 350  
information for the purpose of performing a title examination. 351

(5) A court of competent jurisdiction orders the 352  
disclosure, as described in section 111.46 of the Revised Code. 353

(E) (1) A person who requires access to the information 354  
described in division (C) of this section for the purpose of 355  
performing a title examination may apply to the secretary of 356  
state for a written authorization. 357

(2) The person shall submit to the secretary of state, on 358  
a form prescribed by the secretary of state, a written 359  
application that includes all of the following: 360

(a) The applicant's name, title, address, and affiliated 361  
organization, if any; 362

<u>(b) The purpose for which the applicant is requesting</u>	363
<u>access to the information;</u>	364
<u>(c) The applicant's relationship to the program</u>	365
<u>participant, if any;</u>	366
<u>(d) A legal description of the real property subject to</u>	367
<u>the title examination;</u>	368
<u>(e) A statement that the applicant will treat the</u>	369
<u>information as confidential and will use the information only</u>	370
<u>for the purpose identified in the application;</u>	371
<u>(f) The applicant's signature;</u>	372
<u>(g) Any other information required by the secretary of</u>	373
<u>state.</u>	374
<u>(3) After the secretary of state receives an application</u>	375
<u>submitted under division (E) of this section, the secretary of</u>	376
<u>state shall, within ten business days, provide the applicant</u>	377
<u>with a written response approving or denying the application.</u>	378
<u>The secretary of state shall approve the application if the</u>	379
<u>secretary of state determines that the application is properly</u>	380
<u>completed; that the information the applicant seeks is subject</u>	381
<u>to division (C) of this section; and that the applicant is</u>	382
<u>seeking the information only for the purpose of performing a</u>	383
<u>bona fide title examination. If the information the applicant</u>	384
<u>seeks is not subject to division (C) of this section, the</u>	385
<u>secretary of state shall, within ten business days, notify the</u>	386
<u>applicant of that fact and, if applicable, shall send a notice</u>	387
<u>to the county recorder, auditor, treasurer, and engineer and to</u>	388
<u>the clerk of the court of common pleas under division (F) (3) of</u>	389
<u>this section.</u>	390
<u>(F) Upon the occurrence of any of the following, the</u>	391

county recorder, auditor, treasurer, and engineer and the clerk 392  
of the court of common pleas shall cease to keep confidential 393  
the information described in division (C) of this section and 394  
shall make the information available to the public in the same 395  
manner as other information concerning real property: 396

(1) The program participant ceases to hold a recorded 397  
ownership interest in the real property that is the subject of 398  
the real property confidentiality notice. When the county 399  
recorder receives notice that the program participant has ceased 400  
to hold that ownership interest, the county recorder promptly 401  
shall revoke the real property confidentiality notice and notify 402  
the secretary of state, and the county auditor, treasurer, and 403  
engineer of that revocation. The secretary of state shall then, 404  
if applicable, notify the clerk of the court of common pleas of 405  
that revocation. 406

(2) The program participant submits a notarized revocation 407  
of the real property confidentiality notice to the county 408  
recorder. Upon receiving the revocation, the county recorder 409  
promptly shall transmit copies of the revocation to the 410  
secretary of state, and to the county auditor, treasurer, and 411  
engineer, and the secretary of state shall, if applicable, 412  
transmit a copy of the revocation to the clerk of the court of 413  
common pleas. 414

(3) The county recorder, auditor, treasurer, or engineer 415  
or the clerk of the court of common pleas receive a notice from 416  
the secretary of state that the program participant's 417  
certification has been canceled under section 111.45 of the 418  
Revised Code. 419

(4) Pursuant to the order of a court of competent 420  
jurisdiction. 421

(G) Nothing in this section shall preclude an individual's 422  
name from being recorded and indexed for the purpose of giving 423  
notice of an ownership interest, lien, or other encumbrance on 424  
real property. On such records, if the record contains the 425  
information described in division (C) of this section, the 426  
county auditor, recorder, treasurer, or engineer, or the clerk 427  
of the court of common pleas, if applicable, shall redact the 428  
legal description of the property, parcel identification number, 429  
or street address of the real property in which the program 430  
participant has an ownership interest or any other information 431  
that may be used to identify the real property, on any versions 432  
of the documents available to the public. The county auditor, 433  
recorder, treasurer, or engineer, for the purpose of indexing a 434  
program participant's records, may use the program participant's 435  
fictitious name listed in the program participant's real 436  
property confidentiality notice. 437

(H) No real estate broker as defined in section 4735.01 of 438  
the Revised Code, land professional under section 4735.023 of 439  
the Revised Code, title examiner, attorney, or county official 440  
shall be held liable for damages resulting from the failure to 441  
discover a defect in title, failure to properly index or record 442  
a person's interest in property, or failure to alert a 443  
professional to rely on confidential information, when such 444  
failure was the proximate result of an individual's 445  
participation in the address confidentiality program, 446  
notwithstanding the negligence of the real estate broker, land 447  
professional, title examiner, attorney, or county official. 448

**Sec. 111.432.** (A) A program participant who seeks to 449  
acquire an ownership interest in real property in this state 450  
after becoming a program participant may provide to any person 451  
involved in the acquisition process written notice on a form 452



prescribed by the secretary of state. The written notice shall 453  
include all of the following: 454

(1) The program participant's name; 455

(2) A statement that the program participant is a program 456  
participant; 457

(3) A statement that the person receiving the notice is 458  
prohibited from disclosing the information specified in division 459  
(B) of this section except as provided in that division. 460

(B) After receiving a written notice described in division 461  
(A) of this section, the person shall not disclose the program 462  
participant's name, telephone number, electronic mail address, 463  
or any other information that may be used to identify the 464  
program participant, in conjunction with the legal description, 465  
street address, or other information identifying the real 466  
property the program participant acquires or seeks to acquire 467  
unless the program participant provides written notice 468  
authorizing the disclosure for a specific purpose described in 469  
the notice or a court of competent jurisdiction orders the 470  
disclosure. 471

**Sec. 111.45.** (A) The secretary of state shall cancel the 472  
certification of a program participant if any of the following 473  
are true: 474

(1) The program participant's application contained one or 475  
more false statements. 476

(2) The program participant has filed a written, notarized 477  
request with the secretary of state, on a form prescribed by the 478  
secretary of state, asking to cease being a program participant. 479

(3) The program participant's certification has expired 480

and the program participant has not renewed the certification in 481  
accordance with division (F) of section 111.42 of the Revised 482  
Code not later than the deadline specified by the secretary of 483  
state by rule to renew the certification. 484

(B) Upon canceling a certification under division (A) of 485  
this section, the secretary of state shall ~~notify, within ten~~ 486  
business days, do both of the following: 487

(1) Notify the director of the board of elections of the 488  
county in which the former program participant resides; 489

(2) Notify the county recorder, auditor, treasurer, and 490  
engineer and the clerk of the court of common pleas of each 491  
county in which the former program participant has filed real 492  
property confidentiality notices under section 111.431 of the 493  
Revised Code that have not been revoked under that section. 494

**Sec. 111.46.** (A) The secretary of state shall make 495  
available to the attorney general, for inclusion ~~into~~ in the 496  
Ohio law enforcement gateway, the name, telephone number, and 497  
confidential address of each program participant. Access to 498  
information in the gateway regarding an address confidentiality 499  
program participant may only be granted to chiefs of police, 500  
village marshals, county sheriffs, county prosecuting attorneys, 501  
and a designee of each of these individuals. 502

(B) (1) (a) A city director of law or similar chief legal 503  
officer who requires access to a program participant's 504  
confidential address or telephone number for a legitimate 505  
governmental purpose may petition the court of common pleas of 506  
Franklin county to order the secretary of state to make that 507  
confidential address or telephone number available to the 508  
petitioner. 509

~~(B)~~-(b) A city director of law or similar chief legal officer who requires access to information that is subject to a real property confidentiality notice under section 111.431 of the Revised Code for a legitimate governmental purpose may petition the court of common pleas of the county in which the real property is located or the court of common pleas of Franklin county to make that information available to the petitioner. 510  
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(2) Upon the filing of a petition under division (B)(1) of this section, the court shall fix a date for a hearing on it and shall require the clerk of the court to serve a notice of the date, time, place, and purpose of the hearing upon the petitioner. The clerk also shall serve that notice upon the secretary of state so that the secretary of state may send the notice to the program participant in accordance with division ~~(C)~~-(B)(3) of this section, and, if applicable, upon the county recorder, auditor, treasurer, or engineer or the clerk of the court of common pleas of the county in which the real property is located. 518  
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~~(C)~~-(3) Upon receiving a notice under division (B)(2) of this section, the secretary of state immediately shall send a copy of the notice to the program participant by certified mail, return receipt requested. 529  
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~~(D)~~-(4) At a hearing held under this section, the petitioner shall appear, and the program participant or the program participant's attorney may appear and be heard. After the hearing and considering the testimony, the court shall issue the requested order only if it appears to the court by clear and convincing evidence that the disclosure of the ~~program participant's confidential address or telephone number~~ 533  
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information to the petitioner is necessary for a legitimate 540  
governmental purpose. 541

~~(E)~~ (C) Upon request by a city director of law or similar 542  
chief legal officer, who intends to petition ~~the~~ a court for 543  
access to an individual's ~~address or telephone number~~ 544  
confidential information under division (B) of this section, the 545  
secretary of state shall, within ten business days, confirm 546  
whether the individual is a program participant but shall not 547  
disclose any other information concerning a program participant. 548

(D) If a program participant is a child's parent, 549  
guardian, or legal custodian, the program participant is a party 550  
to a child custody or child support proceeding concerning the 551  
child, and another party to the proceeding requests the court to 552  
disclose the program participant's confidential address or 553  
telephone number, or if the court seeks to disclose the 554  
confidential information sua sponte, the court shall do all of 555  
the following: 556

(1) If a party requests the disclosure, direct the 557  
requestor to file a pleading detailing the necessity for the 558  
disclosure; 559

(2) Schedule a hearing on the matter; 560

(3) Provide the program participant with a copy of the 561  
pleading, if filed; and 562

(4) Provide the parties adequate notice of the hearing. 563

If a party requests the disclosure of a participant's 564  
confidential information, or if the court seeks to release the 565  
confidential information sua sponte, the requestor shall have 566  
the burden to show, or the court must find, by clear and 567  
convincing evidence, that the disclosure is necessary, and that 568

the disclosure does not pose a risk of harm to the program 569  
participant or the child. If the requestor does not meet this 570  
burden or the court does not make this finding, the court shall 571  
deny the request. If the requestor meets this burden or the 572  
court makes this finding, the court shall document its findings 573  
of fact, and may direct the program participant to release the 574  
confidential address or telephone number, or the court may 575  
disclose the program participant's confidential address or 576  
telephone number. 577

**Sec. 111.48.** There is in the state treasury the address 578  
confidentiality program fund. The fund shall consist of money 579  
paid into the fund pursuant to division ~~(B) (10)~~ (B) (11) of 580  
section 2929.18 and division (D) of section 2929.28 of the 581  
Revised Code and any money appropriated to the fund by the 582  
general assembly or donated to the fund. The secretary of state 583  
shall use the money in the fund for the purpose of administering 584  
the address confidentiality program described in sections 111.41 585  
to 111.47 of the Revised Code. 586

**Sec. 111.99.** (A) No person who submits an application 587  
under section 111.42 of the Revised Code shall knowingly make a 588  
false attestation in the application that the applicant fears 589  
for the applicant's safety, the safety of a member of the 590  
applicant's household, or the safety of the minor, incompetent, 591  
or ward on whose behalf the application is made because the 592  
applicant, household member, minor, incompetent, or ward is a 593  
victim of domestic violence, menacing by stalking, human 594  
trafficking, trafficking in persons, rape, or sexual battery. 595

(B) No person who has access to a confidential address or 596  
telephone number, to information that is subject to a real 597  
property confidentiality notice under section 111.431 of the 598

Revised Code, or to information that is subject to a written 599  
notice under section 111.432 of the Revised Code, because of the 600  
person's employment or official position shall knowingly 601  
disclose that confidential ~~address or telephone number~~ 602  
information to any person, except as required by law. 603

(C) No person who obtains a confidential address or 604  
telephone number from the Ohio law enforcement gateway shall 605  
knowingly disclose that confidential address or telephone number 606  
to any person, except as is necessary for a law enforcement 607  
purpose when related to the performance of official duties, or 608  
for another legitimate governmental purpose. 609

(D) No person who obtains information that is subject to a 610  
real property confidentiality notice under section 111.431 of 611  
the Revised Code for the purpose of conducting a title 612  
examination under division (E) of that section shall knowingly 613  
disclose that confidential information to any person, except for 614  
the purpose identified in the application submitted under that 615  
division. 616

(E) No person who obtains information that is subject to a 617  
written notice under section 111.432 of the Revised Code for a 618  
purpose specified in a written notice authorizing disclosure 619  
provided by a program participant shall knowingly disclose that 620  
confidential information to any person, except for the purpose 621  
identified in the written notice. 622

(F) Whoever violates this section is guilty of a 623  
misdemeanor of the first degree. 624

**Sec. 149.43.** (A) As used in this section: 625

(1) "Public record" means records kept by any public 626  
office, including, but not limited to, state, county, city, 627

village, township, and school district units, and records	628
pertaining to the delivery of educational services by an	629
alternative school in this state kept by the nonprofit or for-	630
profit entity operating the alternative school pursuant to	631
section 3313.533 of the Revised Code. "Public record" does not	632
mean any of the following:	633
(a) Medical records;	634
(b) Records pertaining to probation and parole	635
proceedings, to proceedings related to the imposition of	636
community control sanctions and post-release control sanctions,	637
or to proceedings related to determinations under section	638
2967.271 of the Revised Code regarding the release or maintained	639
incarceration of an offender to whom that section applies;	640
(c) Records pertaining to actions under section 2151.85	641
and division (C) of section 2919.121 of the Revised Code and to	642
appeals of actions arising under those sections;	643
(d) Records pertaining to adoption proceedings, including	644
the contents of an adoption file maintained by the department of	645
health under sections 3705.12 to 3705.124 of the Revised Code;	646
(e) Information in a record contained in the putative	647
father registry established by section 3107.062 of the Revised	648
Code, regardless of whether the information is held by the	649
department of job and family services or, pursuant to section	650
3111.69 of the Revised Code, the office of child support in the	651
department or a child support enforcement agency;	652
(f) Records specified in division (A) of section 3107.52	653
of the Revised Code;	654
(g) Trial preparation records;	655

(h) Confidential law enforcement investigatory records;	656
(i) Records containing information that is confidential under section 2710.03 or 4112.05 of the Revised Code;	657 658
(j) DNA records stored in the DNA database pursuant to section 109.573 of the Revised Code;	659 660
(k) Inmate records released by the department of rehabilitation and correction to the department of youth services or a court of record pursuant to division (E) of section 5120.21 of the Revised Code;	661 662 663 664
(l) Records maintained by the department of youth services pertaining to children in its custody released by the department of youth services to the department of rehabilitation and correction pursuant to section 5139.05 of the Revised Code;	665 666 667 668
(m) Intellectual property records;	669
(n) Donor profile records;	670
(o) Records maintained by the department of job and family services pursuant to section 3121.894 of the Revised Code;	671 672
(p) Designated public service worker residential and familial information;	673 674
(q) In the case of a county hospital operated pursuant to Chapter 339. of the Revised Code or a municipal hospital operated pursuant to Chapter 749. of the Revised Code, information that constitutes a trade secret, as defined in section 1333.61 of the Revised Code;	675 676 677 678 679
(r) Information pertaining to the recreational activities of a person under the age of eighteen;	680 681
(s) In the case of a child fatality review board acting	682



under sections 307.621 to 307.629 of the Revised Code or a 683  
review conducted pursuant to guidelines established by the 684  
director of health under section 3701.70 of the Revised Code, 685  
records provided to the board or director, statements made by 686  
board members during meetings of the board or by persons 687  
participating in the director's review, and all work products of 688  
the board or director, and in the case of a child fatality 689  
review board, child fatality review data submitted by the board 690  
to the department of health or a national child death review 691  
database, other than the report prepared pursuant to division 692  
(A) of section 307.626 of the Revised Code; 693

(t) Records provided to and statements made by the 694  
executive director of a public children services agency or a 695  
prosecuting attorney acting pursuant to section 5153.171 of the 696  
Revised Code other than the information released under that 697  
section; 698

(u) Test materials, examinations, or evaluation tools used 699  
in an examination for licensure as a nursing home administrator 700  
that the board of executives of long-term services and supports 701  
administers under section 4751.15 of the Revised Code or 702  
contracts under that section with a private or government entity 703  
to administer; 704

(v) Records the release of which is prohibited by state or 705  
federal law; 706

(w) Proprietary information of or relating to any person 707  
that is submitted to or compiled by the Ohio venture capital 708  
authority created under section 150.01 of the Revised Code; 709

(x) Financial statements and data any person submits for 710  
any purpose to the Ohio housing finance agency or the 711

controlling board in connection with applying for, receiving, or 712  
accounting for financial assistance from the agency, and 713  
information that identifies any individual who benefits directly 714  
or indirectly from financial assistance from the agency; 715

(y) Records listed in section 5101.29 of the Revised Code; 716

(z) Discharges recorded with a county recorder under 717  
section 317.24 of the Revised Code, as specified in division (B) 718  
(2) of that section; 719

(aa) Usage information including names and addresses of 720  
specific residential and commercial customers of a municipally 721  
owned or operated public utility; 722

(bb) Records described in division (C) of section 187.04 723  
of the Revised Code that are not designated to be made available 724  
to the public as provided in that division; 725

(cc) Information and records that are made confidential, 726  
privileged, and not subject to disclosure under divisions (B) 727  
and (C) of section 2949.221 of the Revised Code; 728

(dd) Personal information, as defined in section 149.45 of 729  
the Revised Code; 730

(ee) The confidential name, address, and other personally 731  
identifiable information of a program participant in the address 732  
confidentiality program established under sections 111.41 to 733  
111.47 of the Revised Code, including the contents of any 734  
application for absent voter's ballots, absent voter's ballot 735  
identification envelope statement of voter, or provisional 736  
ballot affirmation completed by a program participant who has a 737  
confidential voter registration record, ~~and~~ records or portions 738  
of records pertaining to that program that identify the number 739  
of program participants that reside within a precinct, ward, 740

township, municipal corporation, county, or any other geographic 741  
area smaller than the state; any real property confidentiality 742  
notice filed under section 111.431 of the Revised Code and the 743  
information described in division (C) of that section; and any 744  
written notice provided under section 111.432 of the Revised 745  
Code and the information described in division (B) of that 746  
section. As used in this division, "confidential address" and 747  
"program participant" have the meaning defined in section 111.41 748  
of the Revised Code. 749

(ff) Orders for active military service of an individual 750  
serving or with previous service in the armed forces of the 751  
United States, including a reserve component, or the Ohio 752  
organized militia, except that, such order becomes a public 753  
record on the day that is fifteen years after the published date 754  
or effective date of the call to order; 755

(gg) The name, address, contact information, or other 756  
personal information of an individual who is less than eighteen 757  
years of age that is included in any record related to a traffic 758  
accident involving a school vehicle in which the individual was 759  
an occupant at the time of the accident; 760

(hh) Protected health information, as defined in 45 C.F.R. 761  
160.103, that is in a claim for payment for a health care 762  
product, service, or procedure, as well as any other health 763  
claims data in another document that reveals the identity of an 764  
individual who is the subject of the data or could be used to 765  
reveal that individual's identity; 766

(ii) Any depiction by photograph, film, videotape, or 767  
printed or digital image under either of the following 768  
circumstances: 769

(i) The depiction is that of a victim of an offense the 770  
release of which would be, to a reasonable person of ordinary 771  
sensibilities, an offensive and objectionable intrusion into the 772  
victim's expectation of bodily privacy and integrity. 773

(ii) The depiction captures or depicts the victim of a 774  
sexually oriented offense, as defined in section 2950.01 of the 775  
Revised Code, at the actual occurrence of that offense. 776

(jj) Restricted portions of a body-worn camera or 777  
dashboard camera recording; 778

(kk) In the case of a fetal-infant mortality review board 779  
acting under sections 3707.70 to 3707.77 of the Revised Code, 780  
records, documents, reports, or other information presented to 781  
the board or a person abstracting such materials on the board's 782  
behalf, statements made by review board members during board 783  
meetings, all work products of the board, and data submitted by 784  
the board to the department of health or a national infant death 785  
review database, other than the report prepared pursuant to 786  
section 3707.77 of the Revised Code. 787

(ll) Records, documents, reports, or other information 788  
presented to the pregnancy-associated mortality review board 789  
established under section 3738.01 of the Revised Code, 790  
statements made by board members during board meetings, all work 791  
products of the board, and data submitted by the board to the 792  
department of health, other than the biennial reports prepared 793  
under section 3738.08 of the Revised Code; 794

(mm) Telephone numbers for a victim, as defined in section 795  
2930.01 of the Revised Code, a witness to a crime, or a party to 796  
a motor vehicle accident subject to the requirements of section 797  
5502.11 of the Revised Code that are listed on any law 798

enforcement record or report, other than when requested by an 799  
insurer or insurance agent investigating an insurance claim 800  
resulting from a motor vehicle accident. 801

A record that is not a public record under division (A) (1) 802  
of this section and that, under law, is permanently retained 803  
becomes a public record on the day that is seventy-five years 804  
after the day on which the record was created, except for any 805  
record protected by the attorney-client privilege, a trial 806  
preparation record as defined in this section, a statement 807  
prohibiting the release of identifying information signed under 808  
section 3107.083 of the Revised Code, a denial of release form 809  
filed pursuant to section 3107.46 of the Revised Code, or any 810  
record that is exempt from release or disclosure under section 811  
149.433 of the Revised Code. If the record is a birth 812  
certificate and a biological parent's name redaction request 813  
form has been accepted under section 3107.391 of the Revised 814  
Code, the name of that parent shall be redacted from the birth 815  
certificate before it is released under this paragraph. If any 816  
other section of the Revised Code establishes a time period for 817  
disclosure of a record that conflicts with the time period 818  
specified in this section, the time period in the other section 819  
prevails. 820

(2) "Confidential law enforcement investigatory record" 821  
means any record that pertains to a law enforcement matter of a 822  
criminal, quasi-criminal, civil, or administrative nature, but 823  
only to the extent that the release of the record would create a 824  
high probability of disclosure of any of the following: 825

(a) The identity of a suspect who has not been charged 826  
with the offense to which the record pertains, or of an 827  
information source or witness to whom confidentiality has been 828

reasonably promised;	829
(b) Information provided by an information source or	830
witness to whom confidentiality has been reasonably promised,	831
which information would reasonably tend to disclose the source's	832
or witness's identity;	833
(c) Specific confidential investigatory techniques or	834
procedures or specific investigatory work product;	835
(d) Information that would endanger the life or physical	836
safety of law enforcement personnel, a crime victim, a witness,	837
or a confidential information source.	838
(3) "Medical record" means any document or combination of	839
documents, except births, deaths, and the fact of admission to	840
or discharge from a hospital, that pertains to the medical	841
history, diagnosis, prognosis, or medical condition of a patient	842
and that is generated and maintained in the process of medical	843
treatment.	844
(4) "Trial preparation record" means any record that	845
contains information that is specifically compiled in reasonable	846
anticipation of, or in defense of, a civil or criminal action or	847
proceeding, including the independent thought processes and	848
personal trial preparation of an attorney.	849
(5) "Intellectual property record" means a record, other	850
than a financial or administrative record, that is produced or	851
collected by or for faculty or staff of a state institution of	852
higher learning in the conduct of or as a result of study or	853
research on an educational, commercial, scientific, artistic,	854
technical, or scholarly issue, regardless of whether the study	855
or research was sponsored by the institution alone or in	856
conjunction with a governmental body or private concern, and	857

that has not been publicly released, published, or patented. 858

(6) "Donor profile record" means all records about donors 859  
or potential donors to a public institution of higher education 860  
except the names and reported addresses of the actual donors and 861  
the date, amount, and conditions of the actual donation. 862

(7) "Designated public service worker" means a peace 863  
officer, parole officer, probation officer, bailiff, prosecuting 864  
attorney, assistant prosecuting attorney, correctional employee, 865  
county or multicounty corrections officer, community-based 866  
correctional facility employee, youth services employee, 867  
firefighter, EMT, medical director or member of a cooperating 868  
physician advisory board of an emergency medical service 869  
organization, state board of pharmacy employee, investigator of 870  
the bureau of criminal identification and investigation, judge, 871  
magistrate, or federal law enforcement officer. 872

(8) "Designated public service worker residential and 873  
familial information" means any information that discloses any 874  
of the following about a designated public service worker: 875

(a) The address of the actual personal residence of a 876  
designated public service worker, except for the following 877  
information: 878

(i) The address of the actual personal residence of a 879  
prosecuting attorney or judge; and 880

(ii) The state or political subdivision in which a 881  
designated public service worker resides. 882

(b) Information compiled from referral to or participation 883  
in an employee assistance program; 884

(c) The social security number, the residential telephone 885

number, any bank account, debit card, charge card, or credit  
card number, or the emergency telephone number of, or any  
medical information pertaining to, a designated public service  
worker;

(d) The name of any beneficiary of employment benefits,  
including, but not limited to, life insurance benefits, provided  
to a designated public service worker by the designated public  
service worker's employer;

(e) The identity and amount of any charitable or  
employment benefit deduction made by the designated public  
service worker's employer from the designated public service  
worker's compensation, unless the amount of the deduction is  
required by state or federal law;

(f) The name, the residential address, the name of the  
employer, the address of the employer, the social security  
number, the residential telephone number, any bank account,  
debit card, charge card, or credit card number, or the emergency  
telephone number of the spouse, a former spouse, or any child of  
a designated public service worker;

(g) A photograph of a peace officer who holds a position  
or has an assignment that may include undercover or plain  
clothes positions or assignments as determined by the peace  
officer's appointing authority.

(9) As used in divisions (A) (7) and (15) to (17) of this  
section:

"Peace officer" has the meaning defined in section 109.71  
of the Revised Code and also includes the superintendent and  
troopers of the state highway patrol; it does not include the  
sheriff of a county or a supervisory employee who, in the



absence of the sheriff, is authorized to stand in for, exercise 915  
the authority of, and perform the duties of the sheriff. 916

"Correctional employee" means any employee of the 917  
department of rehabilitation and correction who in the course of 918  
performing the employee's job duties has or has had contact with 919  
inmates and persons under supervision. 920

"County or multicounty corrections officer" means any 921  
corrections officer employed by any county or multicounty 922  
correctional facility. 923

"Youth services employee" means any employee of the 924  
department of youth services who in the course of performing the 925  
employee's job duties has or has had contact with children 926  
committed to the custody of the department of youth services. 927

"Firefighter" means any regular, paid or volunteer, member 928  
of a lawfully constituted fire department of a municipal 929  
corporation, township, fire district, or village. 930

"EMT" means EMTs-basic, EMTs-I, and paramedics that 931  
provide emergency medical services for a public emergency 932  
medical service organization. "Emergency medical service 933  
organization," "EMT-basic," "EMT-I," and "paramedic" have the 934  
meanings defined in section 4765.01 of the Revised Code. 935

"Investigator of the bureau of criminal identification and 936  
investigation" has the meaning defined in section 2903.11 of the 937  
Revised Code. 938

"Federal law enforcement officer" has the meaning defined 939  
in section 9.88 of the Revised Code. 940

(10) "Information pertaining to the recreational 941  
activities of a person under the age of eighteen" means 942

information that is kept in the ordinary course of business by a public office, that pertains to the recreational activities of a person under the age of eighteen years, and that discloses any of the following:

(a) The address or telephone number of a person under the age of eighteen or the address or telephone number of that person's parent, guardian, custodian, or emergency contact person;

(b) The social security number, birth date, or photographic image of a person under the age of eighteen;

(c) Any medical record, history, or information pertaining to a person under the age of eighteen;

(d) Any additional information sought or required about a person under the age of eighteen for the purpose of allowing that person to participate in any recreational activity conducted or sponsored by a public office or to use or obtain admission privileges to any recreational facility owned or operated by a public office.

(11) "Community control sanction" has the meaning defined in section 2929.01 of the Revised Code.

(12) "Post-release control sanction" has the meaning defined in section 2967.01 of the Revised Code.

(13) "Redaction" means obscuring or deleting any information that is exempt from the duty to permit public inspection or copying from an item that otherwise meets the definition of a "record" in section 149.011 of the Revised Code.

(14) "Designee," "elected official," and "future official" have the meanings defined in section 109.43 of the Revised Code.

(15) "Body-worn camera" means a visual and audio recording device worn on the person of a peace officer while the peace officer is engaged in the performance of the peace officer's duties.

(16) "Dashboard camera" means a visual and audio recording device mounted on a peace officer's vehicle or vessel that is used while the peace officer is engaged in the performance of the peace officer's duties.

(17) "Restricted portions of a body-worn camera or dashboard camera recording" means any visual or audio portion of a body-worn camera or dashboard camera recording that shows, communicates, or discloses any of the following:

(a) The image or identity of a child or information that could lead to the identification of a child who is a primary subject of the recording when the law enforcement agency knows or has reason to know the person is a child based on the law enforcement agency's records or the content of the recording;

(b) The death of a person or a deceased person's body, unless the death was caused by a peace officer or, subject to division (H)(1) of this section, the consent of the decedent's executor or administrator has been obtained;

(c) The death of a peace officer, firefighter, paramedic, or other first responder, occurring while the decedent was engaged in the performance of official duties, unless, subject to division (H)(1) of this section, the consent of the decedent's executor or administrator has been obtained;

(d) Grievous bodily harm, unless the injury was effected by a peace officer or, subject to division (H)(1) of this section, the consent of the injured person or the injured

person's guardian has been obtained; 1000

(e) An act of severe violence against a person that 1001  
results in serious physical harm to the person, unless the act 1002  
and injury was effected by a peace officer or, subject to 1003  
division (H) (1) of this section, the consent of the injured 1004  
person or the injured person's guardian has been obtained; 1005

(f) Grievous bodily harm to a peace officer, firefighter, 1006  
paramedic, or other first responder, occurring while the injured 1007  
person was engaged in the performance of official duties, 1008  
unless, subject to division (H) (1) of this section, the consent 1009  
of the injured person or the injured person's guardian has been 1010  
obtained; 1011

(g) An act of severe violence resulting in serious 1012  
physical harm against a peace officer, firefighter, paramedic, 1013  
or other first responder, occurring while the injured person was 1014  
engaged in the performance of official duties, unless, subject 1015  
to division (H) (1) of this section, the consent of the injured 1016  
person or the injured person's guardian has been obtained; 1017

(h) A person's nude body, unless, subject to division (H) 1018  
(1) of this section, the person's consent has been obtained; 1019

(i) Protected health information, the identity of a person 1020  
in a health care facility who is not the subject of a law 1021  
enforcement encounter, or any other information in a health care 1022  
facility that could identify a person who is not the subject of 1023  
a law enforcement encounter; 1024

(j) Information that could identify the alleged victim of 1025  
a sex offense, menacing by stalking, or domestic violence; 1026

(k) Information, that does not constitute a confidential 1027  
law enforcement investigatory record, that could identify a 1028

person who provides sensitive or confidential information to a 1029  
law enforcement agency when the disclosure of the person's 1030  
identity or the information provided could reasonably be 1031  
expected to threaten or endanger the safety or property of the 1032  
person or another person; 1033

(l) Personal information of a person who is not arrested, 1034  
cited, charged, or issued a written warning by a peace officer; 1035

(m) Proprietary police contingency plans or tactics that 1036  
are intended to prevent crime and maintain public order and 1037  
safety; 1038

(n) A personal conversation unrelated to work between 1039  
peace officers or between a peace officer and an employee of a 1040  
law enforcement agency; 1041

(o) A conversation between a peace officer and a member of 1042  
the public that does not concern law enforcement activities; 1043

(p) The interior of a residence, unless the interior of a 1044  
residence is the location of an adversarial encounter with, or a 1045  
use of force by, a peace officer; 1046

(q) Any portion of the interior of a private business that 1047  
is not open to the public, unless an adversarial encounter with, 1048  
or a use of force by, a peace officer occurs in that location. 1049

As used in division (A) (17) of this section: 1050

"Grievous bodily harm" has the same meaning as in section 1051  
5924.120 of the Revised Code. 1052

"Health care facility" has the same meaning as in section 1053  
1337.11 of the Revised Code. 1054

"Protected health information" has the same meaning as in 1055

45 C.F.R. 160.103. 1056

"Law enforcement agency" has the same meaning as in 1057  
section 2925.61 of the Revised Code. 1058

"Personal information" means any government-issued 1059  
identification number, date of birth, address, financial 1060  
information, or criminal justice information from the law 1061  
enforcement automated data system or similar databases. 1062

"Sex offense" has the same meaning as in section 2907.10 1063  
of the Revised Code. 1064

"Firefighter," "paramedic," and "first responder" have the 1065  
same meanings as in section 4765.01 of the Revised Code. 1066

(18) "Insurer" and "insurance agent" have the same 1067  
meanings as in section 3905.01 of the Revised Code. 1068

(B) (1) Upon request and subject to division (B) (8) of this 1069  
section, all public records responsive to the request shall be 1070  
promptly prepared and made available for inspection to any 1071  
person at all reasonable times during regular business hours. 1072  
Subject to division (B) (8) of this section, upon request by any 1073  
person, a public office or person responsible for public records 1074  
shall make copies of the requested public record available to 1075  
the requester at cost and within a reasonable period of time. If 1076  
a public record contains information that is exempt from the 1077  
duty to permit public inspection or to copy the public record, 1078  
the public office or the person responsible for the public 1079  
record shall make available all of the information within the 1080  
public record that is not exempt. When making that public record 1081  
available for public inspection or copying that public record, 1082  
the public office or the person responsible for the public 1083  
record shall notify the requester of any redaction or make the 1084

redaction plainly visible. A redaction shall be deemed a denial 1085  
of a request to inspect or copy the redacted information, except 1086  
if federal or state law authorizes or requires a public office 1087  
to make the redaction. 1088

(2) To facilitate broader access to public records, a 1089  
public office or the person responsible for public records shall 1090  
organize and maintain public records in a manner that they can 1091  
be made available for inspection or copying in accordance with 1092  
division (B) of this section. A public office also shall have 1093  
available a copy of its current records retention schedule at a 1094  
location readily available to the public. If a requester makes 1095  
an ambiguous or overly broad request or has difficulty in making 1096  
a request for copies or inspection of public records under this 1097  
section such that the public office or the person responsible 1098  
for the requested public record cannot reasonably identify what 1099  
public records are being requested, the public office or the 1100  
person responsible for the requested public record may deny the 1101  
request but shall provide the requester with an opportunity to 1102  
revise the request by informing the requester of the manner in 1103  
which records are maintained by the public office and accessed 1104  
in the ordinary course of the public office's or person's 1105  
duties. 1106

(3) If a request is ultimately denied, in part or in 1107  
whole, the public office or the person responsible for the 1108  
requested public record shall provide the requester with an 1109  
explanation, including legal authority, setting forth why the 1110  
request was denied. If the initial request was provided in 1111  
writing, the explanation also shall be provided to the requester 1112  
in writing. The explanation shall not preclude the public office 1113  
or the person responsible for the requested public record from 1114  
relying upon additional reasons or legal authority in defending 1115

an action commenced under division (C) of this section. 1116

(4) Unless specifically required or authorized by state or 1117  
federal law or in accordance with division (B) of this section, 1118  
no public office or person responsible for public records may 1119  
limit or condition the availability of public records by 1120  
requiring disclosure of the requester's identity or the intended 1121  
use of the requested public record. Any requirement that the 1122  
requester disclose the requester's identity or the intended use 1123  
of the requested public record constitutes a denial of the 1124  
request. 1125

(5) A public office or person responsible for public 1126  
records may ask a requester to make the request in writing, may 1127  
ask for the requester's identity, and may inquire about the 1128  
intended use of the information requested, but may do so only 1129  
after disclosing to the requester that a written request is not 1130  
mandatory, that the requester may decline to reveal the 1131  
requester's identity or the intended use, and when a written 1132  
request or disclosure of the identity or intended use would 1133  
benefit the requester by enhancing the ability of the public 1134  
office or person responsible for public records to identify, 1135  
locate, or deliver the public records sought by the requester. 1136

(6) If any person requests a copy of a public record in 1137  
accordance with division (B) of this section, the public office 1138  
or person responsible for the public record may require that 1139  
person to pay in advance the cost involved in providing the copy 1140  
of the public record in accordance with the choice made by the 1141  
person requesting the copy under this division. The public 1142  
office or the person responsible for the public record shall 1143  
permit that person to choose to have the public record 1144  
duplicated upon paper, upon the same medium upon which the 1145



public office or person responsible for the public record keeps 1146  
it, or upon any other medium upon which the public office or 1147  
person responsible for the public record determines that it 1148  
reasonably can be duplicated as an integral part of the normal 1149  
operations of the public office or person responsible for the 1150  
public record. When the person requesting the copy makes a 1151  
choice under this division, the public office or person 1152  
responsible for the public record shall provide a copy of it in 1153  
accordance with the choice made by that person. Nothing in this 1154  
section requires a public office or person responsible for the 1155  
public record to allow the person requesting a copy of the 1156  
public record to make the copies of the public record. 1157

(7) (a) Upon a request made in accordance with division (B) 1158  
of this section and subject to division (B) (6) of this section, 1159  
a public office or person responsible for public records shall 1160  
transmit a copy of a public record to any person by United 1161  
States mail or by any other means of delivery or transmission 1162  
within a reasonable period of time after receiving the request 1163  
for the copy. The public office or person responsible for the 1164  
public record may require the person making the request to pay 1165  
in advance the cost of postage if the copy is transmitted by 1166  
United States mail or the cost of delivery if the copy is 1167  
transmitted other than by United States mail, and to pay in 1168  
advance the costs incurred for other supplies used in the 1169  
mailing, delivery, or transmission. 1170

(b) Any public office may adopt a policy and procedures 1171  
that it will follow in transmitting, within a reasonable period 1172  
of time after receiving a request, copies of public records by 1173  
United States mail or by any other means of delivery or 1174  
transmission pursuant to division (B) (7) of this section. A 1175  
public office that adopts a policy and procedures under division 1176

(B) (7) of this section shall comply with them in performing its 1177  
duties under that division. 1178

(c) In any policy and procedures adopted under division 1179  
(B) (7) of this section: 1180

(i) A public office may limit the number of records 1181  
requested by a person that the office will physically deliver by 1182  
United States mail or by another delivery service to ten per 1183  
month, unless the person certifies to the office in writing that 1184  
the person does not intend to use or forward the requested 1185  
records, or the information contained in them, for commercial 1186  
purposes; 1187

(ii) A public office that chooses to provide some or all 1188  
of its public records on a web site that is fully accessible to 1189  
and searchable by members of the public at all times, other than 1190  
during acts of God outside the public office's control or 1191  
maintenance, and that charges no fee to search, access, 1192  
download, or otherwise receive records provided on the web site, 1193  
may limit to ten per month the number of records requested by a 1194  
person that the office will deliver in a digital format, unless 1195  
the requested records are not provided on the web site and 1196  
unless the person certifies to the office in writing that the 1197  
person does not intend to use or forward the requested records, 1198  
or the information contained in them, for commercial purposes. 1199

(iii) For purposes of division (B) (7) of this section, 1200  
"commercial" shall be narrowly construed and does not include 1201  
reporting or gathering news, reporting or gathering information 1202  
to assist citizen oversight or understanding of the operation or 1203  
activities of government, or nonprofit educational research. 1204

(8) A public office or person responsible for public 1205

records is not required to permit a person who is incarcerated 1206  
pursuant to a criminal conviction or a juvenile adjudication to 1207  
inspect or to obtain a copy of any public record concerning a 1208  
criminal investigation or prosecution or concerning what would 1209  
be a criminal investigation or prosecution if the subject of the 1210  
investigation or prosecution were an adult, unless the request 1211  
to inspect or to obtain a copy of the record is for the purpose 1212  
of acquiring information that is subject to release as a public 1213  
record under this section and the judge who imposed the sentence 1214  
or made the adjudication with respect to the person, or the 1215  
judge's successor in office, finds that the information sought 1216  
in the public record is necessary to support what appears to be 1217  
a justiciable claim of the person. 1218

(9) (a) Upon written request made and signed by a 1219  
journalist, a public office, or person responsible for public 1220  
records, having custody of the records of the agency employing a 1221  
specified designated public service worker shall disclose to the 1222  
journalist the address of the actual personal residence of the 1223  
designated public service worker and, if the designated public 1224  
service worker's spouse, former spouse, or child is employed by 1225  
a public office, the name and address of the employer of the 1226  
designated public service worker's spouse, former spouse, or 1227  
child. The request shall include the journalist's name and title 1228  
and the name and address of the journalist's employer and shall 1229  
state that disclosure of the information sought would be in the 1230  
public interest. 1231

(b) Division (B) (9) (a) of this section also applies to 1232  
journalist requests for: 1233

(i) Customer information maintained by a municipally owned 1234  
or operated public utility, other than social security numbers 1235

and any private financial information such as credit reports, 1236  
payment methods, credit card numbers, and bank account 1237  
information; 1238

(ii) Information about minors involved in a school vehicle 1239  
accident as provided in division (A)(1)(gg) of this section, 1240  
other than personal information as defined in section 149.45 of 1241  
the Revised Code. 1242

(c) As used in division (B)(9) of this section, 1243  
"journalist" means a person engaged in, connected with, or 1244  
employed by any news medium, including a newspaper, magazine, 1245  
press association, news agency, or wire service, a radio or 1246  
television station, or a similar medium, for the purpose of 1247  
gathering, processing, transmitting, compiling, editing, or 1248  
disseminating information for the general public. 1249

(10) Upon a request made by a victim, victim's attorney, 1250  
or victim's representative, as that term is used in section 1251  
2930.02 of the Revised Code, a public office or person 1252  
responsible for public records shall transmit a copy of a 1253  
depiction of the victim as described in division (A)(1)(ii) of 1254  
this section to the victim, victim's attorney, or victim's 1255  
representative. 1256

(C)(1) If a person allegedly is aggrieved by the failure 1257  
of a public office or the person responsible for public records 1258  
to promptly prepare a public record and to make it available to 1259  
the person for inspection in accordance with division (B) of 1260  
this section or by any other failure of a public office or the 1261  
person responsible for public records to comply with an 1262  
obligation in accordance with division (B) of this section, the 1263  
person allegedly aggrieved may do only one of the following, and 1264  
not both: 1265

(a) File a complaint with the clerk of the court of claims 1266  
or the clerk of the court of common pleas under section 2743.75 1267  
of the Revised Code; 1268

(b) Commence a mandamus action to obtain a judgment that 1269  
orders the public office or the person responsible for the 1270  
public record to comply with division (B) of this section, that 1271  
awards court costs and reasonable attorney's fees to the person 1272  
that instituted the mandamus action, and, if applicable, that 1273  
includes an order fixing statutory damages under division (C) (2) 1274  
of this section. The mandamus action may be commenced in the 1275  
court of common pleas of the county in which division (B) of 1276  
this section allegedly was not complied with, in the supreme 1277  
court pursuant to its original jurisdiction under Section 2 of 1278  
Article IV, Ohio Constitution, or in the court of appeals for 1279  
the appellate district in which division (B) of this section 1280  
allegedly was not complied with pursuant to its original 1281  
jurisdiction under Section 3 of Article IV, Ohio Constitution. 1282

(2) If a requester transmits a written request by hand 1283  
delivery, electronic submission, or certified mail to inspect or 1284  
receive copies of any public record in a manner that fairly 1285  
describes the public record or class of public records to the 1286  
public office or person responsible for the requested public 1287  
records, except as otherwise provided in this section, the 1288  
requester shall be entitled to recover the amount of statutory 1289  
damages set forth in this division if a court determines that 1290  
the public office or the person responsible for public records 1291  
failed to comply with an obligation in accordance with division 1292  
(B) of this section. 1293

The amount of statutory damages shall be fixed at one 1294  
hundred dollars for each business day during which the public 1295

office or person responsible for the requested public records 1296  
failed to comply with an obligation in accordance with division 1297  
(B) of this section, beginning with the day on which the 1298  
requester files a mandamus action to recover statutory damages, 1299  
up to a maximum of one thousand dollars. The award of statutory 1300  
damages shall not be construed as a penalty, but as compensation 1301  
for injury arising from lost use of the requested information. 1302  
The existence of this injury shall be conclusively presumed. The 1303  
award of statutory damages shall be in addition to all other 1304  
remedies authorized by this section. 1305

The court may reduce an award of statutory damages or not 1306  
award statutory damages if the court determines both of the 1307  
following: 1308

(a) That, based on the ordinary application of statutory 1309  
law and case law as it existed at the time of the conduct or 1310  
threatened conduct of the public office or person responsible 1311  
for the requested public records that allegedly constitutes a 1312  
failure to comply with an obligation in accordance with division 1313  
(B) of this section and that was the basis of the mandamus 1314  
action, a well-informed public office or person responsible for 1315  
the requested public records reasonably would believe that the 1316  
conduct or threatened conduct of the public office or person 1317  
responsible for the requested public records did not constitute 1318  
a failure to comply with an obligation in accordance with 1319  
division (B) of this section; 1320

(b) That a well-informed public office or person 1321  
responsible for the requested public records reasonably would 1322  
believe that the conduct or threatened conduct of the public 1323  
office or person responsible for the requested public records 1324  
would serve the public policy that underlies the authority that 1325

is asserted as permitting that conduct or threatened conduct. 1326

(3) In a mandamus action filed under division (C) (1) of 1327  
this section, the following apply: 1328

(a) (i) If the court orders the public office or the person 1329  
responsible for the public record to comply with division (B) of 1330  
this section, the court shall determine and award to the relator 1331  
all court costs, which shall be construed as remedial and not 1332  
punitive. 1333

(ii) If the court makes a determination described in 1334  
division (C) (3) (b) (iii) of this section, the court shall 1335  
determine and award to the relator all court costs, which shall 1336  
be construed as remedial and not punitive. 1337

(b) If the court renders a judgment that orders the public 1338  
office or the person responsible for the public record to comply 1339  
with division (B) of this section or if the court determines any 1340  
of the following, the court may award reasonable attorney's fees 1341  
to the relator, subject to division (C) (4) of this section: 1342

(i) The public office or the person responsible for the 1343  
public records failed to respond affirmatively or negatively to 1344  
the public records request in accordance with the time allowed 1345  
under division (B) of this section. 1346

(ii) The public office or the person responsible for the 1347  
public records promised to permit the relator to inspect or 1348  
receive copies of the public records requested within a 1349  
specified period of time but failed to fulfill that promise 1350  
within that specified period of time. 1351

(iii) The public office or the person responsible for the 1352  
public records acted in bad faith when the office or person 1353  
voluntarily made the public records available to the relator for 1354

the first time after the relator commenced the mandamus action, 1355  
but before the court issued any order concluding whether or not 1356  
the public office or person was required to comply with division 1357  
(B) of this section. No discovery may be conducted on the issue 1358  
of the alleged bad faith of the public office or person 1359  
responsible for the public records. This division shall not be 1360  
construed as creating a presumption that the public office or 1361  
the person responsible for the public records acted in bad faith 1362  
when the office or person voluntarily made the public records 1363  
available to the relator for the first time after the relator 1364  
commenced the mandamus action, but before the court issued any 1365  
order described in this division. 1366

(c) The court shall not award attorney's fees to the 1367  
relator if the court determines both of the following: 1368

(i) That, based on the ordinary application of statutory 1369  
law and case law as it existed at the time of the conduct or 1370  
threatened conduct of the public office or person responsible 1371  
for the requested public records that allegedly constitutes a 1372  
failure to comply with an obligation in accordance with division 1373  
(B) of this section and that was the basis of the mandamus 1374  
action, a well-informed public office or person responsible for 1375  
the requested public records reasonably would believe that the 1376  
conduct or threatened conduct of the public office or person 1377  
responsible for the requested public records did not constitute 1378  
a failure to comply with an obligation in accordance with 1379  
division (B) of this section; 1380

(ii) That a well-informed public office or person 1381  
responsible for the requested public records reasonably would 1382  
believe that the conduct or threatened conduct of the public 1383  
office or person responsible for the requested public records 1384



would serve the public policy that underlies the authority that 1385  
is asserted as permitting that conduct or threatened conduct. 1386

(4) All of the following apply to any award of reasonable 1387  
attorney's fees awarded under division (C) (3) (b) of this 1388  
section: 1389

(a) The fees shall be construed as remedial and not 1390  
punitive. 1391

(b) The fees awarded shall not exceed the total of the 1392  
reasonable attorney's fees incurred before the public record was 1393  
made available to the relator and the fees described in division 1394  
(C) (4) (c) of this section. 1395

(c) Reasonable attorney's fees shall include reasonable 1396  
fees incurred to produce proof of the reasonableness and amount 1397  
of the fees and to otherwise litigate entitlement to the fees. 1398

(d) The court may reduce the amount of fees awarded if the 1399  
court determines that, given the factual circumstances involved 1400  
with the specific public records request, an alternative means 1401  
should have been pursued to more effectively and efficiently 1402  
resolve the dispute that was subject to the mandamus action 1403  
filed under division (C) (1) of this section. 1404

(5) If the court does not issue a writ of mandamus under 1405  
division (C) of this section and the court determines at that 1406  
time that the bringing of the mandamus action was frivolous 1407  
conduct as defined in division (A) of section 2323.51 of the 1408  
Revised Code, the court may award to the public office all court 1409  
costs, expenses, and reasonable attorney's fees, as determined 1410  
by the court. 1411

(D) Chapter 1347. of the Revised Code does not limit the 1412  
provisions of this section. 1413

(E) (1) To ensure that all employees of public offices are 1414  
appropriately educated about a public office's obligations under 1415  
division (B) of this section, all elected officials or their 1416  
appropriate designees shall attend training approved by the 1417  
attorney general as provided in section 109.43 of the Revised 1418  
Code. A future official may satisfy the requirements of this 1419  
division by attending the training before taking office, 1420  
provided that the future official may not send a designee in the 1421  
future official's place. 1422

(2) All public offices shall adopt a public records policy 1423  
in compliance with this section for responding to public records 1424  
requests. In adopting a public records policy under this 1425  
division, a public office may obtain guidance from the model 1426  
public records policy developed and provided to the public 1427  
office by the attorney general under section 109.43 of the 1428  
Revised Code. Except as otherwise provided in this section, the 1429  
policy may not limit the number of public records that the 1430  
public office will make available to a single person, may not 1431  
limit the number of public records that it will make available 1432  
during a fixed period of time, and may not establish a fixed 1433  
period of time before it will respond to a request for 1434  
inspection or copying of public records, unless that period is 1435  
less than eight hours. 1436

The public office shall distribute the public records 1437  
policy adopted by the public office under this division to the 1438  
employee of the public office who is the records custodian or 1439  
records manager or otherwise has custody of the records of that 1440  
office. The public office shall require that employee to 1441  
acknowledge receipt of the copy of the public records policy. 1442  
The public office shall create a poster that describes its 1443  
public records policy and shall post the poster in a conspicuous 1444

place in the public office and in all locations where the public office has branch offices. The public office may post its public records policy on the internet web site of the public office if the public office maintains an internet web site. A public office that has established a manual or handbook of its general policies and procedures for all employees of the public office shall include the public records policy of the public office in the manual or handbook.

(F) (1) The bureau of motor vehicles may adopt rules pursuant to Chapter 119. of the Revised Code to reasonably limit the number of bulk commercial special extraction requests made by a person for the same records or for updated records during a calendar year. The rules may include provisions for charges to be made for bulk commercial special extraction requests for the actual cost of the bureau, plus special extraction costs, plus ten per cent. The bureau may charge for expenses for redacting information, the release of which is prohibited by law.

(2) As used in division (F) (1) of this section:

(a) "Actual cost" means the cost of depleted supplies, records storage media costs, actual mailing and alternative delivery costs, or other transmitting costs, and any direct equipment operating and maintenance costs, including actual costs paid to private contractors for copying services.

(b) "Bulk commercial special extraction request" means a request for copies of a record for information in a format other than the format already available, or information that cannot be extracted without examination of all items in a records series, class of records, or database by a person who intends to use or forward the copies for surveys, marketing, solicitation, or resale for commercial purposes. "Bulk commercial special

extraction request" does not include a request by a person who 1475  
gives assurance to the bureau that the person making the request 1476  
does not intend to use or forward the requested copies for 1477  
surveys, marketing, solicitation, or resale for commercial 1478  
purposes. 1479

(c) "Commercial" means profit-seeking production, buying, 1480  
or selling of any good, service, or other product. 1481

(d) "Special extraction costs" means the cost of the time 1482  
spent by the lowest paid employee competent to perform the task, 1483  
the actual amount paid to outside private contractors employed 1484  
by the bureau, or the actual cost incurred to create computer 1485  
programs to make the special extraction. "Special extraction 1486  
costs" include any charges paid to a public agency for computer 1487  
or records services. 1488

(3) For purposes of divisions (F) (1) and (2) of this 1489  
section, "surveys, marketing, solicitation, or resale for 1490  
commercial purposes" shall be narrowly construed and does not 1491  
include reporting or gathering news, reporting or gathering 1492  
information to assist citizen oversight or understanding of the 1493  
operation or activities of government, or nonprofit educational 1494  
research. 1495

(G) A request by a defendant, counsel of a defendant, or 1496  
any agent of a defendant in a criminal action that public 1497  
records related to that action be made available under this 1498  
section shall be considered a demand for discovery pursuant to 1499  
the Criminal Rules, except to the extent that the Criminal Rules 1500  
plainly indicate a contrary intent. The defendant, counsel of 1501  
the defendant, or agent of the defendant making a request under 1502  
this division shall serve a copy of the request on the 1503  
prosecuting attorney, director of law, or other chief legal 1504

officer responsible for prosecuting the action. 1505

(H) (1) Any portion of a body-worn camera or dashboard 1506  
camera recording described in divisions (A) (17) (b) to (h) of 1507  
this section may be released by consent of the subject of the 1508  
recording or a representative of that person, as specified in 1509  
those divisions, only if either of the following applies: 1510

(a) The recording will not be used in connection with any 1511  
probable or pending criminal proceedings; 1512

(b) The recording has been used in connection with a 1513  
criminal proceeding that was dismissed or for which a judgment 1514  
has been entered pursuant to Rule 32 of the Rules of Criminal 1515  
Procedure, and will not be used again in connection with any 1516  
probable or pending criminal proceedings. 1517

(2) If a public office denies a request to release a 1518  
restricted portion of a body-worn camera or dashboard camera 1519  
recording, as defined in division (A) (17) of this section, any 1520  
person may file a mandamus action pursuant to this section or a 1521  
complaint with the clerk of the court of claims pursuant to 1522  
section 2743.75 of the Revised Code, requesting the court to 1523  
order the release of all or portions of the recording. If the 1524  
court considering the request determines that the filing 1525  
articulates by clear and convincing evidence that the public 1526  
interest in the recording substantially outweighs privacy 1527  
interests and other interests asserted to deny release, the 1528  
court shall order the public office to release the recording. 1529

**Sec. 315.25.** (A) The county engineer shall make and keep, 1530  
in a book provided for that purpose, an accurate record of all 1531  
surveys made by ~~him~~ the engineer or ~~his~~ the engineer's deputies 1532  
for the purpose of locating any land or road lines, or fixing 1533

any corner or monument by which it may be determined, whether 1534  
official or otherwise. Such surveys shall include corners, 1535  
distances, azimuths, angles, calculations, plats, and a 1536  
description of the monuments set up, with such references 1537  
thereto as will aid in finding the names of the parties for whom 1538  
the surveys are made, and the date of making such surveys. Such 1539  
book shall be kept as a public record by the engineer at ~~his~~ the 1540  
engineer's office, and it shall be at all proper times open to 1541  
inspection and examination by all persons interested therein. 1542  
Any other surveys made in the county by competent surveyors, 1543  
certified by such surveyor to be correct and deemed worthy of 1544  
preservation, may, by order of the board of county 1545  
commissioners, be recorded by the engineer. 1546

(B) The county engineer shall keep confidential 1547  
information that is subject to a real property confidentiality 1548  
notice under section 111.431 of the Revised Code, in accordance 1549  
with that section. 1550

**Sec. 317.13.** (A) Except as otherwise provided in division 1551  
(B) of this section, the county recorder shall record in the 1552  
official records, in legible handwriting, typewriting, or 1553  
printing, or by any authorized photographic or electronic 1554  
process, all deeds, mortgages, plats, or other instruments of 1555  
writing that are required or authorized by the Revised Code to 1556  
be recorded and that are presented to the county recorder for 1557  
that purpose. The county recorder shall record the instruments 1558  
in regular succession, according to the priority of 1559  
presentation, and shall enter the file number at the beginning 1560  
of the record. On the record of each instrument, the county 1561  
recorder shall record the date and precise time the instrument 1562  
was presented for record. All records made, prior to July 28, 1563  
1949, by means authorized by this section or by section 9.01 of 1564

the Revised Code shall be deemed properly made. 1565

(B) The county recorder may refuse to record an instrument 1566  
of writing presented for recording if the instrument is not 1567  
required or authorized by the Revised Code to be recorded or the 1568  
county recorder has reasonable cause to believe the instrument 1569  
is materially false or fraudulent. This division does not create 1570  
a duty upon a recorder to inspect, evaluate, or investigate an 1571  
instrument of writing that is presented for recording. 1572

(C) If a person presents an instrument of writing to the 1573  
county recorder for recording and the county recorder, pursuant 1574  
to division (B) of this section, refuses to record the 1575  
instrument, the person has a cause of action for an order from 1576  
the court of common pleas in the county that the county recorder 1577  
serves, to require the county recorder to record the instrument. 1578  
If the court determines that the instrument is required or 1579  
authorized by the Revised Code to be recorded and is not 1580  
materially false or fraudulent, it shall order the county 1581  
recorder to record the instrument. 1582

(D) The county recorder shall keep confidential 1583  
information that is subject to a real property confidentiality 1584  
notice under section 111.431 of the Revised Code, in accordance 1585  
with that section. A copy of the real property confidentiality 1586  
notice shall accompany subsequent recordings of the property, 1587  
unless the program participant's certification has been canceled 1588  
under section 111.431 or 111.45 of the Revised Code. 1589

**Sec. 317.32.** The county recorder shall charge and collect 1590  
the following fees, to include, except as otherwise provided in 1591  
division (A) (2) of this section, base fees for the recorder's 1592  
services and housing trust fund fees collected pursuant to 1593  
section 317.36 of the Revised Code: 1594

(A) (1) Except as otherwise provided in division (A) (2) of 1595  
this section, for recording and indexing an instrument if the 1596  
photocopy or any similar process is employed, a base fee of 1597  
seventeen dollars for the first two pages and a housing trust 1598  
fund fee of seventeen dollars, and a base fee of four dollars 1599  
and a housing trust fund fee of four dollars for each subsequent 1600  
page, size eight and one-half inches by fourteen inches, or 1601  
fraction of a page, including the caption page, of such 1602  
instrument; 1603

(2) For recording and indexing an instrument described in 1604  
division (D) of section 317.08 of the Revised Code if the 1605  
photocopy or any similar process is employed, a fee of twenty- 1606  
eight dollars for the first two pages to be deposited as 1607  
specified elsewhere in this division, and a fee of eight dollars 1608  
to be deposited in the same manner for each subsequent page, 1609  
size eight and one-half inches by fourteen inches, or fraction 1610  
of a page, including the caption page, of that instrument. If 1611  
the county recorder's technology fund has been established under 1612  
section 317.321 of the Revised Code, of the twenty-eight 1613  
dollars, fourteen dollars shall be deposited into the county 1614  
treasury to the credit of the county recorder's technology fund 1615  
and fourteen dollars shall be deposited into the county treasury 1616  
to the credit of the county general fund. If the county 1617  
recorder's technology fund has not been established, the twenty- 1618  
eight dollars shall be deposited into the county treasury to the 1619  
credit of the county general fund. 1620

(B) For certifying a ~~photocopy~~ copy or electronic record 1621  
from the record previously recorded, a base fee of one dollar 1622  
and a housing trust fund fee of one dollar per page, size eight 1623  
and one-half inches by fourteen inches, or fraction of a page; 1624  
for each certification if the recorder's seal is required, 1625



except as to instruments issued by the armed forces of the 1626  
United States, a base fee of fifty cents and a housing trust 1627  
fund fee of fifty cents; 1628

(C) For entering or indexing any ~~marginal~~-reference by 1629  
separate recorded instrument, a base fee of two dollars and a 1630  
housing trust fund fee of two dollars for each ~~marginal~~- 1631  
reference set out in that instrument, in addition to the fees 1632  
set forth in division (A) (1) of this section; 1633

(D) For indexing in the real estate mortgage records, 1634  
pursuant to section 1309.519 of the Revised Code, financing 1635  
statements covering crops growing or to be grown, timber to be 1636  
cut, minerals or the like, including oil and gas, accounts 1637  
subject to section 1309.301 of the Revised Code, or fixture 1638  
filings made pursuant to section 1309.334 of the Revised Code, a 1639  
base fee of two dollars and a housing trust fund fee of two 1640  
dollars for each name indexed; 1641

(E) For filing zoning resolutions, including text and 1642  
maps, in the office of the recorder as required under sections 1643  
303.11 and 519.11 of the Revised Code, a base fee of twenty-five 1644  
dollars and a housing trust fund fee of twenty-five dollars, 1645  
regardless of the size or length of the resolutions; 1646

(F) For filing zoning amendments, including text and maps, 1647  
in the office of the recorder as required under sections 303.12 1648  
and 519.12 of the Revised Code, a base fee of ten dollars and a 1649  
housing trust fund fee of ten dollars regardless of the size or 1650  
length of the amendments; 1651

(G) For photocopying a document, other than at the time of 1652  
recording and indexing as provided for in division (A) (1) or (2) 1653  
of this section, a base fee of one dollar and a housing trust 1654

fund fee of one dollar per page, size eight and one-half inches 1655  
by fourteen inches, or fraction thereof; 1656

(H) For local facsimile transmission of a document, a base 1657  
fee of one dollar and a housing trust fund fee of one dollar per 1658  
page, size eight and one-half inches by fourteen inches, or 1659  
fraction thereof; for long distance facsimile transmission of a 1660  
document, a base fee of two dollars and a housing trust fund fee 1661  
of two dollars per page, size eight and one-half inches by 1662  
fourteen inches, or fraction thereof; 1663

(I) For recording a declaration executed pursuant to 1664  
section 2133.02 of the Revised Code or a durable power of 1665  
attorney for health care executed pursuant to section 1337.12 of 1666  
the Revised Code, or both a declaration and a durable power of 1667  
attorney for health care, a base fee of at least fourteen 1668  
dollars but not more than twenty dollars and a housing trust 1669  
fund fee of at least fourteen dollars but not more than twenty 1670  
dollars. 1671

In any county in which the recorder employs the 1672  
photostatic or any similar process for recording maps, plats, or 1673  
prints the recorder shall determine, charge, and collect for the 1674  
recording or rerecording of any map, plat, or print, a base fee 1675  
of five cents and a housing trust fund fee of five cents per 1676  
square inch, for each square inch of the map, plat, or print 1677  
filed for that recording or rerecording, with a minimum base fee 1678  
of twenty dollars and a minimum housing trust fund fee of twenty 1679  
dollars; for certifying a copy from the record, a base fee of 1680  
two cents and a housing trust fund fee of two cents per square 1681  
inch of the record, with a minimum base fee of two dollars and a 1682  
minimum housing trust fund fee of two dollars. 1683

The fees provided in this section shall be paid upon the 1684

presentation of the instruments for record or upon the 1685  
application for any certified copy of the record, except that 1686  
the payment of fees for providing copies of instruments 1687  
conveying or extinguishing agricultural easements to the office 1688  
of farmland preservation in the department of agriculture under 1689  
division (H) of section 5301.691 of the Revised Code shall be 1690  
governed by that division, and payment of fees for electronic 1691  
recording may be made by electronic funds transfer, automated 1692  
clearing house, or other electronic means after presentation. 1693

The fees provided for in this section shall not apply to 1694  
the recording, indexing, or making of a certified copy or to the 1695  
filing of any instrument by a county land reutilization 1696  
corporation, ~~its~~. 1697

The fees provided for in this section shall not apply to 1698  
the recording, indexing, or making of a certified copy or to the 1699  
filing of any instrument by a county land reutilization 1700  
corporation's wholly owned subsidiary, or any other electing 1701  
subdivision as defined in section 5722.01 of the Revised Code if 1702  
the wholly owned subsidiary or the electing subdivision is 1703  
acting in capacity consistent with the purpose of the land 1704  
reutilization program. 1705

**Sec. 319.28.** (A) Except as otherwise provided in division 1706  
(B) of this section, on or before the first Monday of August, 1707  
annually, the county auditor shall compile and make up a general 1708  
tax list of real and public utility property in the county, 1709  
either in tabular form and alphabetical order, or, with the 1710  
consent of the county treasurer, by listing all parcels in a 1711  
permanent parcel number sequence to which a separate 1712  
alphabetical index is keyed, containing the names of the several 1713  
persons, companies, firms, partnerships, associations, and 1714

corporations in whose names real property has been listed in 1715  
each township, municipal corporation, special district, or 1716  
separate school district, or part of either in the auditor's 1717  
county, placing separately, in appropriate columns opposite each 1718  
name, the description of each tract, lot, or parcel of real 1719  
estate, the value of each tract, lot, or parcel, the value of 1720  
the improvements thereon, and of the names of the several public 1721  
utilities whose property, subject to taxation on the general tax 1722  
list and duplicate, has been apportioned by the department of 1723  
taxation to the county, and the amount so apportioned to each 1724  
township, municipal corporation, special district, or separate 1725  
school district or part of either in the auditor's county, as 1726  
shown by the certificates of apportionment of public utility 1727  
property. If the name of the owner of any tract, lot, or parcel 1728  
of real estate is unknown to the auditor, "unknown" shall be 1729  
entered in the column of names opposite said tract, lot, or 1730  
parcel. Such lists shall be prepared in duplicate. On or before 1731  
the first Monday of September in each year, the auditor shall 1732  
correct such lists in accordance with the additions and 1733  
deductions ordered by the tax commissioner and by the county 1734  
board of revision, and shall certify and on the first day of 1735  
October deliver one copy thereof to the county treasurer. The 1736  
copies prepared by the auditor shall constitute the auditor's 1737  
general tax list and treasurer's general duplicate of real and 1738  
public utility property for the current year. 1739

Once a permanent parcel numbering system has been 1740  
established in any county as provided by the preceding 1741  
paragraph, such system shall remain in effect until otherwise 1742  
agreed upon by the county auditor and county treasurer. 1743

(B) (1) An individual, or the spouse of that individual, 1744  
whose residential and familial information is not a public 1745

record under divisions (A) (1) (p) and (A) (7) of section 149.43 of 1746  
the Revised Code may submit an affidavit to the county auditor 1747  
requesting the county auditor to remove the name of the 1748  
individual filing the affidavit from any record made available 1749  
to the general public on the internet or a publicly accessible 1750  
database, and from the general tax list and duplicate\_of real 1751  
and public utility property, and to instead insert the 1752  
individual's initials on any such record, and on the general tax 1753  
list and duplicate of real and public utility property as the 1754  
name of the individual that appears on the deed. 1755

(2) Upon receiving an affidavit described in division (B) 1756  
(1) of this section, the county auditor shall act within five 1757  
business days in accordance with the request to remove the 1758  
individual's name from any record made available to the general 1759  
public on the internet or a publicly accessible database, and 1760  
from the general tax list and duplicate of real and public 1761  
utility property and insert the individual's initials on any 1762  
such record and on the general tax list and duplicate of real 1763  
and public utility property, if practicable. If the removal and 1764  
insertion is not practicable, the county auditor shall verbally 1765  
or in writing within five business days after receiving the 1766  
affidavit explain to the individual why the removal and 1767  
insertion is impracticable. 1768

(C) The county auditor shall keep confidential information 1769  
that is subject to a real property confidentiality notice under 1770  
section 111.431 of the Revised Code, in accordance with that 1771  
section. 1772

**Sec. 321.25.** The county treasurer shall keep confidential 1773  
information that is subject to a real property confidentiality 1774  
notice under section 111.431 of the Revised Code, in accordance 1775

with that section. 1776

**Sec. 2303.12.** (A) The clerk of the court of common pleas 1777  
shall keep at least four books. They shall be called the 1778  
appearance docket, trial docket and printed duplicates of the 1779  
trial docket for the use of the court and the officers thereof, 1780  
journal, and execution docket.~~He~~ The clerk shall also keep a 1781  
record in book form or ~~he~~ the clerk may prepare a record by 1782  
using any photostatic, photographic, miniature photographic, 1783  
film, microfilm, or microphotographic process, electrostatic 1784  
process, perforated tape, magnetic tape, or other 1785  
electromagnetic means, electronic data processing, machine 1786  
readable media, graphic or video display, or any combination 1787  
thereof, which correctly and accurately copies or reproduces the 1788  
original document, paper, or instrument in writing.~~He~~ The clerk 1789  
shall use materials that comply with the minimum standards of 1790  
quality for permanent photographic records prescribed by the 1791  
National Bureau of Standards.~~He~~ The clerk shall keep an index 1792  
to the trial docket and to the printed duplicates of the trial 1793  
docket and of the journal direct, and to the appearance docket, 1794  
record, and execution docket, direct and reverse. All clerks 1795  
keeping records and information by the methods described in this 1796  
section shall keep and make readily available to the public the 1797  
machine and equipment necessary to reproduce the records and 1798  
information in a readable form. 1799

(B) The clerk of the court of common pleas shall keep 1800  
confidential information that is subject to a real property 1801  
confidentiality notice under section 111.431 of the Revised 1802  
Code, in accordance with that section. 1803

**Sec. 5301.255.** (A) A memorandum of trust that satisfies 1804  
both of the following may be presented for recordation in the 1805

office of the county recorder of any county in which real 1806  
property that is subject to the trust is located: 1807

(1) The memorandum shall be executed by the trustee of the 1808  
trust and acknowledged by the trustee of the trust in accordance 1809  
with section 5301.01 of the Revised Code. 1810

(2) The memorandum shall state all of the following: 1811

(a) The name and address of the trustee of the trust; 1812

(b) The date of execution of the trust; 1813

(c) The powers specified in the trust relative to the 1814  
acquisition, sale, or encumbering of real property by the 1815  
trustee or the conveyance of real property by the trustee, and 1816  
any restrictions upon those powers. 1817

(B) A memorandum of trust that satisfies divisions (A) (1) 1818  
and (2) of this section also may set forth the substance or 1819  
actual text of provisions of the trust that are not described in 1820  
those divisions. 1821

(C) A memorandum of trust that satisfies divisions (A) (1) 1822  
and (2) of this section shall constitute notice only of the 1823  
information contained in it. 1824

(D) Upon the presentation for recordation of a memorandum 1825  
of trust that satisfies divisions (A) (1) and (2) of this section 1826  
and the payment of the requisite fee prescribed in section 1827  
317.32 of the Revised Code, a county recorder shall record the 1828  
memorandum of trust in the official records described in 1829  
division (A) ~~(18)~~ (17) of section 317.08 of the Revised Code, if 1830  
the memorandum of trust describes specific real property, or in 1831  
the official records described in division (A) ~~(24)~~ (23) of that 1832  
section, if the memorandum of trust does not describe specific 1833

real property. 1834

**Section 2.** That existing sections 111.42, 111.43, 111.45, 1835  
111.46, 111.48, 111.99, 149.43, 315.25, 317.13, 317.32, 319.28, 1836  
2303.12, and 5301.255 of the Revised Code are hereby repealed. 1837