

*Since 1854*  
**Athens County Agricultural Society**  
*P.O. Box 669*  
*Athens, OH 45701-0669*

Governing body: Board of Directors                      Date issued: January 3, 2012

Authorized by: \_\_\_\_\_                      Revised date: n/a

Review dates: \_\_\_\_\_

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Distribution: All Directors

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SUBJECT: Personal Information

All public requests for copies of any records of the Athens County Agricultural Society must be in written form and presented to the President, Vice President, Secretary or Treasurer of the board. There may be a copying fee charged for such request in the amount of 25 cents per page payable in advance. Request must be made 10 business days prior to the requested pickup date. Upon pick up the requestor must supply proof of identity. Request can be mailed to requestor upon payment of any postage fees to do so. Such record will be mailed via First Class Postage only; no special mail handling will be applied.

Records that will be made available upon request are statements and/or society membership lists. Requests for copies of personnel files or records will not be honored except in the case of a written request by the Ohio Jobs & Family Services, Ohio Bureau of Worker's Compensation, Ohio Department of Taxation, City of Athens Division of Income Tax or the Internal Revenue Service. All other requests will be denied.