

## Zanesville-Muskingum County Port Authority's Public Records Policy

The Zanesville-Muskingum County Port Authority acknowledges that it maintains many records that are used in the administration and operation of the Port Authority.

The records maintained by the Port Authority and the ability to access them are a means to provide trust between the public and the Port Authority. The Port Authority maintains its records in a manner that allows the Port Authority to provide the general public prompt inspection of the Port Authority's public records, and copies of these records within a reasonable amount of time during its regular business hours from 9:00 a.m. – 4:00 p.m., Monday through Friday. The cost per copy is \$0.08 each.

The Port Authority has a public records policy and a Schedule of Records Retention (RC-2). If you cannot find either of these documents, please consult with one of our employees and they will provide you with a copy.



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Matt Abbott  
Executive Director