

REGULAR SCHEDULED MEETINGS of the **PORTAGE COUNTY RECORDS COMMISSION** will be held as follows:

TIME

The **SECOND THURSDAY** in **FEBRUARY** and the **SECOND THURSDAY** in **AUGUST** commencing at **1:00 PM** and concluding at the end of business (excepting holidays).

PLACE

**PORTAGE COUNTY ADMINISTRATION BUILDING,
7TH FLOOR in COMMISSIONERS' MEETING ROOM
449 SOUTH MERIDIAN STREET
RAVENNA, OHIO 44266**

NOTICES of upcoming regularly scheduled meetings will be posted on bulletin boards on the First Floor and Seventh Floor of the Portage County Administration Building and on the County's website at <https://www.co.portage.oh.us/records-commission/pages/public-announcement>. The Secretary for the Commission will notify the Record-Courier of the regularly scheduled meetings.

SPECIAL MEETINGS of the **PORTAGE COUNTY RECORDS COMMISSION** will be held as follows:

HELD ON THE CALL OF THE COMMISSION

NOTICES of special meetings will be posted on bulletin boards on the First Floor and Seventh Floor in the Portage County Administration Building and on the County's website at <https://www.co.portage.oh.us/records-commission/pages/public-announcement>.

The Secretary of the Portage County Records Commission shall notify the Record-Courier of the time, place and purpose of a special meeting at least 24 hours in advance of the special meeting. If any other news media have requested notification, the Secretary shall give at least twenty-four hours' advance notice to any other news media that may have requested notification.

In the event of an emergency, the Secretary, on behalf of the member or members of the Commission calling the meeting, shall notify the Record-Courier newspaper, and any other news media that have requested notification immediately of the time, place and purpose of the meeting.

***At the Direction of the Secretary of the Portage County Records Commission* * *

PERSONS MAY REQUEST ADVANCE NOTIFICATION OF REGULAR MEETINGS AND/OR ALL MEETINGS AT WHICH ANY SPECIFIC TYPE OF BUSINESS IS TO BE DISCUSSED

Any person may request the time and place of all regularly scheduled meetings by submitting a request to the **Secretary** of the **Portage County Records Commission**.

Any person, upon written request, may obtain reasonable notification of all meetings at which any specific type of public business is to be discussed. Each person shall file with the **Secretary** a written request specifying the person's name, address, telephone number and/or e-mail address, along with the specific type of public business that is of interest, and the amount of time this request covers (not to exceed three months).

***The Clerk for the Portage County Board of Commissioners presently serves as the **Secretary** of **Portage County Records Commission** and for advance notification please contact the following:

Secretary of the Portage County Records Commissions
C/O Clerk for the Board of Commissioners
449 South Meridian Street
Ravenna, Ohio 44240
(330) 297-3600