

Muskingum County Department of Job and Family Services Public Records Policy

The MCDJFS acknowledges that it maintains many records that are used in the administration and operation of the MCDJFS. The records maintained by MCDJFS and ability to access them are means to provide trust between the public and the MCDJFS. The MCDJFS maintains its records in a manner which allows the MCDJFS to provide the general public prompt inspection of the MCDJFS public records, and copies of these records within a reasonable amount of time during its regular business hours from 7:00 a.m. to 5:00 p.m.

The MCDJFS 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.