

Public Records Policy

In accordance with the Ohio Revised Code (O.R.C.) and applicable judicial decisions, records are defined as any item that documents the organization, functions, policies, decisions, procedure, operations or other activities of the office. Public records are to be open to the public at all reasonable times with exceptions only as provided for in the law. Public records do not include patron records, medical and non-employment related personnel records, records the release of which is prohibited by State or Federal law, or any other exceptions set forth in O.R.C. 149.43.

As required by Ohio law, records will be organized and maintained so that they are readily available for inspection and copying. Record retention schedules are to be updated regularly. The records retention schedule will be posted in the building.

Any person may inspect the public records at all reasonable times during regular business hours of the office in which such records are maintained. The employee complying with the request may request clarification and revision of the request. In addition, upon request a person may receive copies of public records, at cost, within a reasonable period of time. While the requested public records shall be promptly prepared and made available for inspection, a reasonable period of time may be necessary to review and redact non-public/confidential information contained in the record and/or to fulfill extensive or voluminous requests for copies. Any denial (in whole or in part) of requests will be accompanied by a written explanation.

A person may purchase copies of the public records upon advance payment of a fee for actual costs involved in providing the copy and mailing, delivery, or transmission. A person who chooses to purchase a copy of a public record may request to have said record duplicated on paper, on the same medium on which the library keeps the record, or any other medium on which the custodian of records determines that said record reasonable can be duplicated as an integral part of normal operations.

A Records Commission is established consisting of the Board of Trustees and Clerk-Treasurer, in accordance with law to judge the advisability of destroying records. The Commission shall meet each March, prior to the regular board meeting and as-needed upon proper meeting notification.

Adopted: 12/10/2007