



# UPPER SANDUSKY COMMUNITY LIBRARY

301 N. Sandusky Ave.

Upper Sandusky, Ohio 43351

Ph. (419) 294-1345 • FAX (419) 294-4499

## **Public Records Policy**

**Adopted: November 20, 2007**

It is the policy of the Upper Sandusky Community Library to strictly adhere to the state's Public Records Act.

### **Section 1. Public records**

In accordance with the Ohio Revised Code and applicable judicial decisions, records are defined as any item that:

- (i) contains information stored on a fixed medium (such as paper, electronic – including but not limited to email – and other formats);
- (ii) is created or received by, or sent under the jurisdiction of a public office and
- (iii) documents the organization, functions, policies, decisions, procedures, 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.

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 as necessary.

A poster describing the public records policy is to be displayed conspicuously.

### **Section 2. Record requests**

Each request for public records should be evaluated for a response using the following guidelines:

#### **Section 2.1**

Although no specific language is required to make a request, the requester must at least identify the records requested with sufficient clarity to allow the Library to identify, retrieve, and review the records. If a requester makes an ambiguous or overly broad request or has difficulty in making a request for copies or inspection of public records under this section such that the Library cannot reasonably identify what public records are being requested, the Library may deny the request but shall provide the requester with an opportunity to revise the request by informing the requester of the manner in which records are maintained by the Library and accessed in the ordinary course of the Library's duties.



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### **Section 2.2**

The requester does not have to put a records request in writing, and does not have to provide his or her identity or the intended use of the requested public record. If a request is made in writing, the denial of the request (or portion thereof) must also be in writing.

### **Section 2.3**

Public records are available for inspection most weekdays between 9 AM and 5PM. Public records responsive to a request must be made available for inspection promptly. Copies of public records must be made available within a reasonable period of time. "Prompt" and "reasonable" take into account the volume of records requested; the proximity of the location where the records are stored; and the necessity for any legal review of the records requested.

Each request should be evaluated for an estimated length of time required to gather the records if not immediately available.

### **Section 2.4**

Any denial of public records requested must include an explanation, including legal authority. If portions of a record are public and portions are exempt, the exempt portions are to be redacted and the rest released.

### **Section 3**

Those seeking public records will be charged only the current public charge for making copies and for the delivery of those copies (including supplies). For more than 25 copies, prepayment may be requested.

### **Section 4. E-mail**

Documents in electronic mail format are records as defined by the Ohio Revised Code when their content relates to the business of the office. E-mail is to be treated in the same fashion as records in other formats and should follow the same retention schedules.