

# Public Records Policy

It is the intent of The Burton Public Library to at all times fully comply with and abide by both the spirit and the letter of Ohio's Public Records Act, including, but not limited to, Ohio Revised Code Sections 149.43 and 149.432.

A "record" is defined to include the following: A document in any format – paper, electronic (including, but not limited to, business e-mail) – that is created, received by, or comes under the jurisdiction of the Library that documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office.

A "public record" is a "record" that is being kept by this office at the time a public records request is made, subject to applicable exemptions from disclosure under Ohio or federal law. All public records must be organized and maintained in such a way that they can be made available for inspection and copying.

Documents which are not made public include, but are not limited to:

- Library registration, circulation, and other usage records of another person

Upon request, all public records responsive to the request, and not exempt from disclosure, will be promptly prepared and made available for inspection to any person at all reasonable times during regular business hours of the Library's administrative offices.

The Library will provide copies of the requested public record at cost and within a reasonable period of time. Upon request, the Library will transmit a copy of a public record by mail or by other means of delivery transmission within a reasonable period of time after receiving the request. The requestor will be charged the actual cost of the postage and mailing supplies. The Library may require the requestor to pay in advance the cost involved in providing the copies, including postage.

"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.

The Library's records retention schedule will be made readily available to the public upon request.

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 it is not clear what records are being sought, the requester will be allowed to revise the request to clarify it. The Library will inform the requester of the manner in which records are maintained and accessed in order to assist the requester in clarifying the request.

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.

Any denial of public records requested will 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. If there are redactions, each redaction will be accompanied by a supporting explanation, including legal authority. If the initial request was in writing, the explanation also will be provided in writing.

All public records requests shall be directed to either the Library's Director or Fiscal Officer, who will coordinate the Library's response.

**Resolution: 47-2020**

**Adopted: 7-16-2020**