



PUBLIC RECORDS POLICY

The Pickaway County District Public Library (the Library) shall comply with Ohio Revised Code section 149.43, Ohio's Public Records Law. Ohio's Public Records Law generally provides that upon request all public records responsive to the request, and not specifically excluded from disclosure, shall be promptly prepared and made available for inspection to any person at all reasonable times during regular business hours.

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.

In order to facilitate broader access of such records, the Library shall maintain its records in such a manner that they can be made available within a reasonable time in accordance with this policy.

Record Requests

The requester is not required to make a records request in writing, and does not have to provide his or her identity or the intended use of the requested public record. However, the Library prefers written requests that include the requester's name, address and phone number for documentation and if further communication is necessary, or for delivery of requested copies of the public records. If identifying and/or use information is requested, the Library will always first disclose to the requester that he/she may decline to give such information.

If a requester makes an ambiguous or overly broad request or has difficulty in making a request for copies or inspection of public records 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.

Requesters may ask for copies of public records. Copies of records shall be made available at cost and advance payment for the cost of copies and postage shall be required, if requested. All copies shall be made available, mailed or by any other means of delivery or transmission within a reasonable period of time after a request.

Any denial of public records requested will include an explanation, including legal authority. If the original request was in writing, the Library's denial and explanation must also be in writing. If portions of a record are public and portions are exempt, the exempt portions will be redacted and the rest released.

Custodian of Records

The Pickaway County District Public Library designates the Clerk-Treasurer of the Library to be the custodian of the records.

Policy Execution

The Director of the Library shall take steps as deemed appropriate by the Director to educate all Library employees of this policy and the Director is authorized and directed to implement procedures in furtherance of this policy.