

Appendix G: Public Records Policy

The Grandview Heights Public Library, in accordance with the Ohio Revised Code 149.011-149.43, and applicable judicial decisions, shall maintain public records and make them available for inspection and reproduction. A notice of records availability will be posted in a publicly accessible place within the facility.

Records are defined as any item that contains information on a fixed medium; is created, received by or sent under the jurisdiction of a public office and documents the organization's functions, policies, decisions, procedures, operations and other activities of the office. Public records do not include patron records, medical and non-employment related personnel records, records for which their release is prohibited by State and/or Federal law, or any other exception set forth by law.

As required by Ohio law, public records, responsive to a request, may be inspected at all reasonable times during regular business hours of the office in which such records are maintained. In addition, upon request, a person may receive copies of public records, at cost (time and materials), within a reasonable period of time. While the 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.

By law, the Library may ask for the requester's name and the intended use of the documents if the requester is told that requester may decline to answer either or both questions.

If a requester makes an ambiguous or overly broad request or has difficulty in making a request for copies or inspection of public records in such a way that the public office or person responsible for the record cannot understand the request or the documents identified, the request may be denied. In such case, the requester will be provided an opportunity to revise the request by the public office informing the requester of the manner in which records are maintained by the office and accessed in the ordinary course of the public office's or person's duties (ORC 149.43 (B)(2).)

A person may purchase copies of 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 or on the same medium on which the library keeps the record. It may also be a medium upon which the custodian of the records determines that said record can best and reasonably be duplicated.

In accordance with law, a Records Retention Commission, consisting of members of the Board of Trustees and the Fiscal Officer, shall meet as necessary to determine records slated for disposal. Proper public meeting notification shall be given for said meeting.