

**MARYSVILLE PUBLIC LIBRARY
PUBLIC RECORDS POLICY
December 20, 2007**

Section I. Records Commission

In accordance with Ohio Revised Code Section 149.411, the Board of Trustees of the Marysville Public Library hereby creates a Library Records Commission comprised of the Board members and the Clerk-Treasurer of the Board of Trustees. The Director of the Library who serves as the Custodian of the Records shall be an ex officio, non-voting member of the Library Records Commission. The records commission shall meet at least once every twelve months.

The commission shall review applications for one-time disposal of obsolete records and schedules of records retention and disposition submitted by any employee of the Library. The commission may dispose of records pursuant to the approved schedule. The commission at any time may review any schedule it has previously approved and may revise that schedule.

The commission shall be responsible for overseeing the Library's compliance with Ohio's Public Records Act.

Section II. 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
- (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 at all reasonable times during regular administrative office business hours (See Section 4 for the e-mail record policy).

Section III. Record requests

The Records Custodian for the library is the Library Director or his or her designee. Each request for public records should be evaluated for a response using the following guidelines:

A. 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 public office or the person responsible for the requested public record cannot reasonably identify what public records are being requested, the public office or the person responsible for the requested public record 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 public office and accessed in the ordinary course of the public office's or person's duties.

B. 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.

C. Public records are to be available for inspection during regular business hours, with the exception of published holidays. Public records 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.

D. Each request should be evaluated for an estimated length of time required to gather the records.

E. If portions of a record are public and portions are exempt, the exempt portions are to be redacted and the rest released.

Section IV. Costs for Public Records

Those seeking public records will be charged only the actual cost of making copies. Requesters may ask that documents be mailed to them. They will be charged the actual cost of the postage and mailing supplies.

Section V. E-mail

E-mail is to be treated in the same fashion as records in other formats and should follow the same retention schedules.

Approved by the Marysville Public Library's Board of Trustees December 20, 2007