



## **PUBLIC RECORDS POLICY**

The Board, in accordance with the Ohio Revised Code, defines records as including the following: any document – paper, electronic (including, but not limited to, e-mail) or other format – that is created or received by, or comes under the jurisdiction of a public office that documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office. Public records are to be available for inspection during regular business hours, with the exception of published holidays.

### **Public Records Access**

Public records must be made available for inspection promptly. All requests for records will be acknowledged in writing. Copies of public records must be made available within a reasonable period of time. "Prompt" and "reasonable" shall take into account the volume of records requested, the proximity of the location where the records are stored and the necessity for any redaction and/or legal review of the records requested. All records of the Board are public unless they are specifically exempt from disclosure under Federal or State Law as provided in the Ohio Revised Code 149.43. No documents, formats or analysis will be created to fulfill a public records request if such documents do not exist.

### **Public Records Requests**

All exemptions to openness are construed in their narrowest sense and any denial of a valid public records request must be accompanied by an explanation, including legal authority, as outlined in the Ohio Revised Code. If there are redactions, each redaction must be accompanied by a supporting explanation, including legal authority.

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 Board to identify, retrieve, and review the records. If it is not clear what records are being sought, providing that contact information is provided, the records custodian must contact the requester for clarification and should assist the requestor in revising the request by informing the requestor of the manner in which the office keeps its records. 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 the request is in writing, the explanation must also be in writing.

### **Cost for Public Records**

There is no charge for viewing (inspecting) public records. Those seeking public records will be charged only the actual cost of making copies. Our current fee is five cents per paper copy and one dollar for a downloaded record on compact disc and no charge for documents e-mailed. Payment must be made at the time of record reproduction. Prepayment of copy and/or mailing charges may be requested prior to duplication or mailing.

### **E-Mail**

Documents in electronic mail format are records as defined by the Ohio Revised Code 149.43 and 1306.01 when their content relates to the business of the office.