

## **PLAIN CITY PUBLIC LIBRARY ADMINISTRATIVE POLICY AND PROCEDURES**

**SUBJECT:** REQUEST FOR PUBLIC RECORDS

**DATE APPROVED:** 5/19/2008

**REVISED:** N/A

**POLICY:** Public records contain information stored on a fixed medium that is created, received, or sent under the jurisdiction of a public office and documents what the office does; discloses the organization, functions, policies, decisions, procedures, operations, or other activities of the office.

Available public records are those retained in accordance with the Library's Records Retention Policy. The Library is not responsible for providing records that have been disposed within the Records Retention Policy.

Requests for public records will be accepted during regular hours of operation. Requestors will be given prompt inspection of requested records or copies of records to be made within a reasonable period of time and during the normal course of business. Requested records that are not immediately available on-site, are voluminous in nature, or require legal review may require additional time to gather. All requests will be forwarded immediately to the Library's Fiscal Officer and Director who will serve as the Library's Record Custodians. The Library may charge appropriate copying and postage fees via United States mail, if applicable. The Library does not have the capability to reformat large amounts of paper records to digital files. Therefore, unless a digital copy of a paper record already exists, the Library will only give paper copies of paper records. Digital records will be transmitted as a PDF or a similar format. Requestors will not be permitted to make copies of records. A Library staff person will be appointed to make copies for requestors.

The Library would prefer requests in writing; however, all requests will be accepted. Anonymous requests, requests from minors, and requests from residents outside of Ohio will also be accepted.

Requests must be specific and describe in detail the records being sought. The Library will provide the requestor with the opportunity to revise an overly broad request.

The Library retains the right to consult legal counsel prior to releasing records that it feels may be exempt from the Public Records Act. Should a request for records be denied or information within a requested record is redacted, notification with an explanation will be provided, including legal authority. Records exempt from the Public Records Act include but are not limited to security records, infrastructure records, confidential law enforcement investigatory records, and patron records. Patrons' records are exempt from request per Ohio Revised Code

section 149.432 and will not be released except to the custodian of a minor child, in accordance with legal process, to law enforcement investigating a matter involving public safety in exigent circumstances, at the request or with consent of the patron, for administrative library purposes, or to show improper use of the internet.