

PUBLIC RECORDS POLICY

Introduction

1. Ohio Revised Code Section 149.43 provides that all public records shall be promptly prepared and made available for inspection and copying to any person at all reasonable business hours. Copies will be made available within a reasonable period of time.
2. In accordance with the Ohio Revised Code and applicable judicial decision, 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.

Records Requests

Requests for inspection and copying of any public record kept by Kent Free Library shall be addressed to the Director. Each request for public records will be evaluated for a response using the following guidelines:

1. Although no specific language is required to make a request, the requestor must at least identify the records requested with sufficient clarity to allow the public office to identify, retrieve, and review the records. If a requestor makes an ambiguous or overly broad request, or has difficulty making a request for inspection or copies under this section such that the requested public records cannot be reasonably identified, the request may be denied, but the requestor may revise the request after being informed of the manner in which records are maintained and accessed in the ordinary course of duty.
2. The requestor 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. Requesters may be asked for their identity or the use of the information requested, but only if they are informed that they may decline to answer either or both questions.
3. Public records are available for inspection during regular business hours, with the exception of published holidays. Public records will be made available for inspection promptly and copies made available within a reasonable period of time, with both 'promptly' and 'reasonable' interpreted with respect to 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.
4. Each request will be evaluated for an estimated length of time required to gather the records.
5. If portions of a record are public and portions are exempt, the exempt portions will be redacted and the rest released.
6. Any denial of public records requested will include an explanation. If the original request is in writing, then the denial will also be provided in writing.

Cost for Public Records

1. Requestors will only be charged for the actual cost of making copies. The charge for paper copies is the library's current cost per B&W page.
2. Requesters may ask that documents be mailed to them. They will be charged the actual cost of postage and mailing supplies.
3. Depending on the volume of records requested, costs for copying and transmitting the records may be required to be paid in advance.

Email

1. Email is to be treated in the same fashion as records in other formats and should follow the same retention schedules.

Policy approved: March 18, 2004

Revised and Adopted: April 16, 2009



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A member of the Portage Library Consortium

PUBLIC RECORDS REQUEST FORM

Name: _____ Date: _____

Address: _____

Phone Number: _____ Email: _____

Organization (if applicable): _____

Records Requested:

Signature of Requestor

Request Taken By: _____

Method of Request: _____ Walk In _____ Email (attached) _____ Letter (attached)

Date Promised: _____

Copies Needed: _____

Approximate Cost: _____

Date Records Reviewed: _____

Date Records Picked Up By or Sent To Requestor: _____



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