



Putnam County District Library

Public Records Policy

It is the policy of the Putnam County District Library (PCDL) to adhere to the state's Public Records Act. Public records are to be open to the public at all reasonable times with exceptions only as provided by law. The Records Retention Schedule shall be in a location readily available to the public. A poster describing this Public Records Policy shall be displayed at all PCDL library locations. All requests are to be referred to the Director.

Definition of Public Records:

In accordance with the Ohio Revised Code (ORC) Section 149.351 and applicable judicial decisions, records are defined as any item that:

1. Contains information stored on a fixed medium such as
 - a. Paper
 - b. Electronic, including but not limited to email and other formats
2. Is created or received by, or sent under the jurisdiction of a public office
3. Documents the organization, functions, policies, decisions, procedures, operations or other activities of the PCDL

Records Requests

1. An individual making a public record request is under no obligation to put the request in writing and does not have to provide his or her identity or the intended use of the requested public record
2. 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 PCDL to identify, retrieve, and review the records.
3. If it is not clear what records are being sought the PCDL may deny the request, but shall provide the requestor an opportunity for revision by informing them of the manner in which the records are maintained and accessed by the PCDL.

Record Availability

1. As required by Ohio law, records will be available for inspection and copying.
2. Public records responsive to a request will be promptly prepared and made available for inspection to any person at reasonable times during regular business hours with the exception of published holidays. "Prompt" and "reasonable" take into account the following:
 - a. Volume of records requested.
 - b. Proximity of the location where the records are stored.
 - c. Necessity for any legal review of the records requested.
 - d. The effort required to redact confidential information.
3. Routine requests shall be satisfied immediately, if feasible to do so. Routine requests include the following:
 - a. meeting minutes
 - b. budgets
 - c. salary information
 - d. forms and applications
 - e. personnel rosters
4. If a request is deemed significantly beyond "routine" such as seeking a voluminous number or copies, requiring extensive research, or requiring redaction of confidential information, a good faith effort will be made to provide the requestor with the following:
 - a. An estimated number of business days it will take to satisfy the request.
 - b. An estimated cost if copies are requested.
 - c. Any items within the request that may be exempt from disclosure.

Denials/Redactions

1. Any denial of a public record request will include an explanation
2. If portions of the requested record are public and portions are exempt, the exempt portions will be redacted and the rest released. When portions of the requested public record are redacted, each redaction will be accompanied by a supporting explanation.

E-Mails

E-mails from private accounts that meet the definition of public records shall be made available for inspection and copying in accordance with the Public Records Act. E-mail not subject to disclosure may be deleted when the content is no longer administratively useful. E-mail will be treated in the same fashion as records in other formats and shall follow the same record retention schedules.

Costs for Public Records

1. All copies, postage, and/or supplies will be paid for in advance
2. Those seeking public records will be charged for the actual cost of making copies.
3. If the requestor would like the information mailed to them the following charges apply:
 - a. The cost of postage if the information is transmitted by United States mail
 - b. The cost of delivery if the copy is to be transmitted other than by United States mail
 - c. The costs incurred for other supplies used in the mailing, delivery, or transmission.



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PROCEDURES FOR PUBLIC RECORDS POLICY

If a patron requests Putnam County District Library records

- 1) Give them a copy of our Public Records Policy
- 2) Ask if they would like to fill out the Public Records Request Form
- 3) If the request is routine (i.e. Copy of a PCDL Policy) give them the option to view the item or make a copy
- 4) Once the copy or viewing is completed, give the Public Records Request Form to the Director to file
- 5) If the request is not routine (i.e. Copy of all PCDL building blueprints) or will take a long time to compile (ie. Copy of all of the books titles your library currently holds) give the completed form to the Director or her designee

If the patron does not want to complete the Public Records Request Form

- 1) Determine what information they are requesting and write it on the Public Records Request Form. They do not have to give their name.
- 2) If it is a routine request give them the information (i.e. Copy of the PCDL's Procedures for the Rules of Conduct or a copy of the Board Minutes)
- 3) If their request is a document not readily available and it is during regular business hours (9 to 5) send them to the Director.
- 4) If the patron is unclear (i.e. The patron would like all information dealing with the PCDL) or will not tell you the exact information they would like to request send them to the Director.
- 5) If the Director is not available ask for their name and telephone number. If they do not wish to give their name and telephone number, tell them when the Director is expected to return to the library. Then notify the Director in writing indicating what occurred.

PCDL copy fees apply to all copies made.



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Public Information Request Form

Name _____ Date _____

Telephone Number _____ Fax Number _____

Address _____

City _____ State _____ Zip _____

To expedite your request, be as specific as possible. Include document dates, and other details about the records of interest.

Items Requested (be specific)

After your request is reviewed, the PCDL Director will contact you. Duplication fees are listed below; you will be notified of the total cost when contacted.

Regular copies - .05 per page

Fax rate - 2.00 for the first five pages, \$1.00 a page after that

CDs or disks - \$5/disk + \$25/hour data processing fee

If the information is mailed regular rates apply. You will be contacted with the exact cost.

All payments must be made prior to delivery of the information.