



# **BOARD OF TOWNSHIP TRUSTEES ROSS TOWNSHIP**

## **PUBLIC RECORDS REQUEST AND RETENTION POLICY EFFECTIVE 8/5/10 RESOLUTION NUMBER 10-65**

### **Open Records Mission Statement:**

Consistent with the premise that government at all levels exists first and foremost to serve the interests of the people, it is our mission and intent to at all times fully comply with and abide by both the spirit and the letter of Ohio's Open Records Act and Open Meetings Act.

### **Resolution on Statement of Principles**

In order to accomplish the mission of fully, complying with both the letter and spirit of the Open Records and Open Meetings Acts, Ross Township does hereby adopt the following Statement of Principles.

### **Statement of Principles:**

#### **Ross Township:**

- Will ensure that all required personnel become and remain fully trained in and aware of the provisions of the Acts;
- Will encourage employees to immediately report incidents of non-compliance with the Acts that they may observe;
- Will do nothing that abridges the public's right to obtain information about their government or that inhibits or discourages citizens from doing so;
- Will do everything possible to aid those who are seeking information, including but not limited to, fully explaining the scope and operation of the Acts and assisting citizens in the formulation of requests;
- Will construe the provisions of the Acts in a manner that favors compliance with requests for information;
- Will seek guidance from its counsel and/or the Office of the Ohio Attorney General whenever a question arises about the application of the Acts or about the appropriateness of a request for information;
- Will clearly and concisely state the reason or reasons why a request for information has been denied.

#### **Introduction:**

It is the policy of Ross Township that openness leads to a better informed citizenry, which leads to better government and better public policy. It is the policy of Ross Township to strictly adhere to the state's Public Records Act. All exemptions to openness are to be construed in their narrowest sense and any denial of public records in response to a valid request must be accompanied by an explanation, including

legal authority, as outlined in the Ohio Revised Code. If the request is in writing, the explanation must also be in writing.

## **Section 1. Public Records**

Ross Township, 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. All records of Ross Township are public unless they are specifically exempt from disclosure under the Ohio Revised Code or applicable privilege.

### **Section 1.1**

It is the policy of Ross Township that, as required by Ohio law, records will be organized and maintained so that they are readily available for inspection and copying (See Section 4 for the e-mail record policy). Record retention schedules are to be updated regularly and posted prominently.

## **Section 2. Record Requests**

Each request for public records should be evaluated for a response using the following guidelines:

### **Section 2.1**

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 public office to identify, retrieve, and review the records. If it is not clear what records are being sought, 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.

### **Section 2.2**

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.

### **Section 2.3**

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.

### **Section 2.4**

Each request should be evaluated for an estimated length of time required to gather the records. Routine requests for records should be satisfied immediately if feasible to do so. Routine requests include, but are not limited to, meeting minutes (both in draft and final form), budgets, salary information, forms and applications, personnel rosters, etc. If fewer than 20 pages of copies are requested or if the records are readily available in an electronic format that can be e-mailed or downloaded easily, these should be made as quickly as the equipment allows. If more copies are requested, an appointment should be made with the requester on when the copies or computer files can be picked up.

All requests for public records must either be satisfied (see Section 2.4) or be acknowledged in writing by Ross Township within three business days following the office’s receipt of the request. If a request is deemed significantly beyond “routine,” such as seeking a voluminous number of copies or requiring extensive research, the acknowledgement must include the following:

#### **Section 2.4a**

An estimated number of business days it will take to satisfy the request.

**Section 2.4b**

An estimated cost if copies are requested.

**Section 2.4c**

Any items within the request that may be exempt from disclosure.

**Section 2.5**

Any denial of public records requested must include an explanation, including legal authority. If portions of a record are public and portions are exempt, the exempt portions are to be redacted and the rest released. If there are redactions, each redaction must be accompanied by a supporting explanation, including legal authority.

**Section 3. Costs For Public Records**

Those seeking public records will be charged only the actual cost of making copies.

**Section 3.1**

The charge for paper copies is ten (10) cents per page.

**Section 3.2**

The charge for downloaded computer files to a compact disc is \$1 per disc.

**Section 3.3**

There is no charge for documents e-mailed.

**Section 3.4**

Requesters may ask that documents be mailed to them. They will be charged the actual cost of the postage and mailing supplies.

**Section 4. E-Mail**

Documents in electronic mail format are records as defined by the Ohio Revised Code when their content relates to the business of the office. E-mail is to be treated in the same fashion as records in other formats and should follow the same retention schedules.

**Section 4.1**

Records in private e-mail accounts used to conduct public business are subject to disclosure, and all employees or representatives of this office are instructed to retain their e-mails that relate to public business (see Section 1 Public Records) and to copy them to their business e-mail accounts and/or to the office's records custodian.

**Section 4.2**

The records custodian is to treat the e-mails from private accounts as records of the public office, filing them in the appropriate way, retaining them per established schedules and making them available for inspection and copying in accordance with the Public Records Act.

**Section 5. Failure To Respond To A Public Records Request**

Ross Township recognizes the legal and non-legal consequences of failure to properly respond to a public records request. In addition to the distrust in government that failure to comply may cause, Ross Township's failure to comply with a request may result in a court ordering Ross Township to comply with the law and to pay the requester attorney's fees and damages.