

SUBJECT: Public Records Policy
Policy # 10.11.00

Date: 9/11/2018

1. PURPOSE & POLICY

- a. The purpose of this policy is to maintain compliance with Ohio Public Records law and to ensure records are available to the public within a reasonable time of the request. This policy describes requests for public records, provision of public records, limitations and denials of records requests, costs for producing public records, and posting of this policy.

2. PUBLIC RECORDS

- a. In accordance with the Ohio Revised Code (ORC), the Park District defines "records" as 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 the Park District, which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the Park District.
- b. All records of the Park District are public unless they are specifically exempt from disclosure under ORC. Exemptions include, but are not limited to:
 - 1) Attorney-Client privileged information
 - 2) Employee residential and family information
 - 3) Criminal background information and other law enforcement information
 - 4) Social Security numbers
 - 5) Medical records
 - 6) Trial preparation records
 - 7) Confidential law enforcement investigatory records

3. PUBLIC RECORD REQUESTS

- a. The Park District must organize and maintain public records in a way that they can easily be made available.
- b. Requests for public records shall be directed to the Park District's Marketing and Communications Manager, who forwards the request to the Fiscal Manager for review to determine if it is a public record listed on the record retention schedule. Upon review, the Fiscal Manager will log the request and forward it to the appropriate department manager.
- c. Although no specific language is required to make a request, the requester must, at a minimum, identify the records requested with sufficient clarity to allow the Park District to identify, retrieve, and review the records. If it is not clear what records are being sought (request is ambiguous or overly-broad), the request may be denied but the Fiscal Manager must allow the requester an opportunity to revise the request by informing the requester of the matter in which the Park District maintains its records and how records are accessed.

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- d. The Park District is not required to create new records or compile information from existing records to respond to a public records request.
- e. Public record requests may be received by written request, over the phone, e-mail, in person, or through a link on the website. The requester may be asked to, but is not required to, provide the request in writing, and is not required to provide his or her identity or the intended use of the requested public record.
- f. The department manager will forward the requested records to the Fiscal Manager, who will notify the requester of any costs associated with the records, collect the fees, and provide the requester with the public records.

4. PROVISION OF PUBLIC RECORDS

- a. Public records shall be promptly prepared and made available to the requester in a reasonable amount of time during regular business hours. "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 or redactions of the records requested.
- b. If the requester asks for a copy of the public record, the Park District shall allow the requester to choose to have the record duplicated on paper, on the same medium on which the Park District keeps it, or on any other medium on which the Park District determines it reasonably can be duplicate as part of its normal operations.
- c. The Park District shall require the requester to pay for copies of the public records and shall require that such payment be made in advance of the copies being supplied. The charge for paper copies and for computer files downloaded to compact discs or flash drives shall be per the Fee Schedule on page 3. Only Park District provided blank media sources may be used, blank media will not be accepted from the requester. There is no charge for documents emailed or faxed.
- d. The Park District shall send copies of requested public records by U.S. Mail or any other means within a reasonable time if the requester requests such delivery. The Park District shall require advance payment for costs of mailing or other transmission.
- e. At the time of the request, the requester shall be informed of the estimated length of time required to gather the records. If a request involves a voluminous number of copies or requires research or extensive redaction, the requester shall be informed of an estimated number of business days it will take to satisfy the request, an estimated cost, and any items within the request that may be exempt from disclosure.
- f. If a request is exempt from public records, the requester must be notified in writing why the record is not available.

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5. LIMITATION AND DENIALS OF RECORD REQUESTS

- a. If a request for records is denied, the Park District must provide the requester with a written explanation, including legal authority.
- b. If portions of a requested document are public and portions are exempt, the exempt portions are to be redacted and the rest released. Redactions must be plainly visible, or the requester must be notified of any redactions. Each redaction must be accompanied by a supporting written explanation, including legal authority.

6. PUBLIC RECORD FEE SCHEDULE

Media Type	Unit	Cost Per Unit
Letter or Legal-Size paper copy (single or double sided)	Page	Actual cost
Flash Drive*	1 Flash Drive	Actual Cost of Flash Drive(s)
CD*	1 Disk	Actual Cost of CD
Postage	Envelope/package	Current postage rates

* Only Park District-provided blank media sources will be used; outside blank media will not be accepted.

7. POSTING OF PUBLIC RECORDS POLICY

- a. This policy, or a summary of its provisions, will be posted in a conspicuous place in the central administrative office of the Park District.
- b. This policy will be provided to Park District employees who have custody of Park District records.