

A1615 Request to Review Public Records

Ohio Revised Code Section 149.43 provides that all public records shall be promptly prepared and made available for inspection to any person during reasonable business hours.

A request for public records will be responded to using the following guidelines:

- A. Requests for inspection of any public record kept by the North Canton Public Library must be forwarded to the Director or Fiscal Officer. Other employees may release a public record only after obtaining permission to do so from the Director, the Fiscal Officer or their Department Manager.
- B. The requester must identify the records requested with sufficient clarity to allow the Library to identify, retrieve, and review the records. If it is not clear what records are being sought, the Library 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.
- C. The records request does not have to be in writing, and the requestor does not have to provide his or her identity or the intended use of the requested public record. However, the Library may request this information should it be needed for correspondence, mailing, or request clarification purposes.
- D. Each request will be evaluated for an estimated length of time required to gather the records. Routine requests for records will be acknowledged as quickly as possible and records made available for inspection promptly, or within a reasonable period of time. "Prompt" and "reasonable" take into account the period of time needed to communicate the request to the proper provider; 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.
- E. Requesters will be provided with an estimated number of business days it will take to satisfy the request, the actual cost if copies are requested, the cost of mailing records if mail service is requested and any items within the request that may be exempt from disclosure.
- F. Any denial of a public records requested must include an explanation, including legal authority. The Library recognizes the legal and non-legal consequences of failure to properly respond to a public records request.
- G. The addresses and phone numbers of library employees are confidential and will be redacted, unless the employee provides a written release of said information.
- H. In compliance with Ohio Revised Code section 149.432, the Library supports and adheres to confidentiality relative to all library records which identify patrons by name or which link library patrons with specific library materials. Therefore, these records will not be provided to a routine public records request.
- I. There is no charge to view public records within the library. If copies are requested, the following fees will be applied: Photocopy 5 cents per page; copy to CD-R, 50 cents per disk. Mailing service will be charged at the current USPS first class rate.

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