

Jackson City Library Public Records Policy

Board Policy:

Date Reviewed:	1/18/2018
Date Approved:	1/7/1976
Effective Date:	1/7/1976
Replacing Policy Effective:	NA

PUBLIC RECORDS POLICY

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

All requests from the public to review the records of the Jackson City Library must follow these procedures:

1. Requests for inspection of any public record kept by the Jackson City Library shall be addressed to the Director. No employee other than the Director or his/her designee is authorized to release any record.
2. The Director shall make the initial response to the request, supervise the record search, and determine which records are to be disclosed and which are exempt from disclosure.
3. A search for the requested records and a review shall be conducted to determine if any document is within the exception to the public records law. Any questions as to the exempt status of any record should be reviewed with the Jackson County Prosecutor's Office.
4. Upon determination that the requested records are available and are to be disclosed, the Director or designee will make any copies of the records requested. The copies will be made on a reimbursable basis at the established rate. The Jackson City Library reserves the right to require prepayment of copy charges. The copies will be made available in a reasonable length of time, within seven days of the request.
5. If requested, public records will be mailed to the requesting party. The Library reserves the right to require prepayment of the cost of postage and other supplies used in the mailing. Charges for printing will be charged at the established per copy charge on the Library's Schedule of Fees.
6. All personal information will be redacted from public records request as required by law.