

PS 4.1 Public Records Policy

It is the policy of the Marysville Public Library that openness leads to a better informed citizenry, which leads to better government and better public policy.

PS 4.11 Definition of Public Records

In accordance with the Ohio Revised Code and applicable judicial decisions, records are defined as any item that (i) contains information stored on a fixed medium (such as paper, electronic – including but not limited to email – and other formats); (ii) is created or received by, or sent under the jurisdiction of a public office and (iii) documents the organization, functions, policies, decisions, procedures, operations or other activities of the office.

PS 4.12 Organization of Records

As required by Ohio law, records will be organized and maintained so that they are readily available for inspection and copying. Records will be available for inspection and copying at all reasonable times during regular business hours.

PS 4.13 Record Requests

The Records Custodian for the library is the library Director or his or her designee. Each request for public records should be evaluated for a response using the following guidelines:

PS 4.13a Ambiguous Request

If a requester makes an ambiguous or overly broad request or has difficulty in making a request for copies or inspection of public records under this section such that the public office or the person responsible for the requested public record cannot reasonably identify what public records are being requested, the public office or the person responsible for the requested public record may deny the request but shall provide the requester with an opportunity to revise the request by informing the requester of the manner in which records are maintained by the public office and accessed in the ordinary course of the public office's or person's duties.

PS 4.13b Requester

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. Those seeking public records will be charged only the actual cost of making copies. Requesters may ask that documents be mailed to them. They will be charged the actual cost of the postage and mailing supplies.

PS 4.13c Records Availability

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.

PS 4.13d Time Estimate

Each request should be evaluated for an estimated length of time required to gather the records.

PS 4.13e Exempt Portions

If portions of a record are public and portions are exempt, the exempt portions are to be redacted and the rest released.