

ADAMS COUNTY PUBLIC LIBRARY

SECTION 1.500 – LIBRARY PUBLIC RECORDS

Records of the library classified as public records will be open to the public for inspection and copying at all reasonable times with exceptions only as provided for in the law.

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

As required by Ohio law, records will be organized and maintained so that they are readily available for inspection and copying at all reasonable times during regular business hours. Copies will be made available within a reasonable period of time. Record retention schedules will be updated as needed and posted conspicuously at all library locations.

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

1. 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.
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.
3. Public records responsive to a request will be available for inspection during regular business hours, with the exception of published holidays. Such public records will be made available for inspection promptly. Copies of public records will be made available within a reasonable period of time. "Prompt" and "reasonable" shall 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.
4. Each request will be evaluated for an estimated length of time required to gather the records.
5. Any denial of public records requested shall include an explanation, including legal authority. If the original request was in writing, then the explanation for denial also will be in writing. If portions of a record are public and portions are exempt, the exempt portions shall be redacted and the remainder released.

Those seeking public records will be charged only the actual cost of making copies and the cost of delivery if requesters have asked that documents be mailed to them. The person responsible for the public record may require the person making the request to pay these costs in advance.