

#### **OP – 4.1: PUBLIC RECORDS POLICY**

The Upper Arlington Public Library recognizes that all records generated by the Library that document the organization, functions, policies, decisions, procedures, operations, or other activities of the Library are public records unless an exception applies. 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 times during regular business hours.

The Upper Arlington Public Library has established a Public Records Commission as required by Ohio Revised Code Section 149.411. This Commission was established by Board Resolution 39–07 on September 11, 2007. The Library Records Commission will meet at least once every twelve (12) months. The Library Records Commission is responsible for overseeing the Library's records retention schedule and disposal of public records.

The Upper Arlington Public Library, like other public entities in the State of Ohio, must retain certain records from year to year. Records shall fall into two main categories: Permanent and Non-Permanent, with subcategories by record series. Retention of records may be any commercially viable media that provides an accurate reproduction of the record. The record retention schedule is available upon request.

The Library's public records will be organized and maintained so that they are readily available for inspection and copying. As such, public records will be available for inspection during regular business hours, with the exception of published holidays. A reasonable period of time may be necessary due to the volume of records requested, the proximity of the location where the records are stored, and/or for the Library to review and redact non-public/confidential information contained in the record. Upon request, a person may receive copies of public records, at cost, within a reasonable period of time.

The Director or his/her designee is authorized to grant or refuse access to the records of this Library in accordance with the law. Any denial, in whole or in part, of a public records request must include an explanation, including legal authority. If portions of a record are public and portions are exempt, the exempt portions are to be redacted and the rest released. "Redaction" means obscuring or deleting any information that is exempt from the duty to permit public inspection or copying from an item that otherwise meets the definition of a "public record". If there are redactions, the requester must be notified of the redaction and/or the redaction must be plainly visible, and each redaction must be accompanied by a supporting explanation, including legal authority. If the request for records was in writing, the explanation will also be in writing.

Those seeking public records will be charged only the actual cost of making copies and delivery and transmission of the same, including the cost of postage and mailing supplies. Payment is required in advance of providing the copies. A person who requests a copy of a public record may request to have the record duplicated on paper, on the same medium on which the Library keeps the record, or on any other medium in

which the custodian of records determines that the record reasonably can be duplicated as an integral part of normal operations of the Library. A person who requests a copy of a public record may choose to have that record sent to him/her by United States mail or by other means of delivery or transmission.

The number of records requested by a person that the Library will transmit by U.S. mail is limited to ten (10) per month, unless the person certifies in writing to the Library that the person does not intend to use or forward the requested records, or the information contained in them, for commercial purposes. "Commercial" shall be narrowly defined and does not include reporting or gathering news, reporting gathering information to assist citizen oversight or understanding of the operation or activities of the Library, or nonprofit educational research.

No public record may be removed from the office in which it is maintained except by a Library officer or employee in the course of the performance of his/her duties.

A request to review public records must be made to the Library Director. Requests may be made:

- By telephone to (614) 486–0900 x100.
- Onsite in the Administration Office of the Main Library.
- By mail to Library Director, Upper Arlington Public Library, 2800 Tremont Rd, Columbus, OH 43221.
- By email to Director@ualibrary.org.
- By fax to (614) 486–4530.

No employee, except the Director or his/her designee, is authorized to make available for inspection and/or copying any record, except in accordance with this policy or as required by law.

The Director or his/her designee will provide for the inspection, reproduction, and release of public records in accordance with this policy and with the Ohio Public Records Law. The Director will require the posting and distribution of this policy in accordance with statute. Each employee of the Library who is a records custodian or records manager or otherwise has custody of the records of the Library must receive and acknowledge receipt of this policy in accordance with Ohio Revised Code Section 149.43(E)(2).