

PUBLIC RECORDS POLICY

It is the policy of the Village of Greenhills that openness leads to a better informed citizenry, which leads to better government and better public policy. It is the policy of the Village of Greenhills to strictly adhere to the State's Public Records Act. All exemptions to openness are to be construed in their narrowest sense and any denial of public records in response to a valid request must be accompanied by an explanation, including legal authority, as outlined in the Ohio Revised Code. If the request is in writing, the explanation must also be in writing.

PUBLIC RECORDS

"Records" shall have the same meaning as found in the Ohio Revised Code. All records of the Village of Greenhills are public unless they are specifically exempt from disclosure under the Ohio Revised Code.

(a) It is the policy of the Village that, as required by Ohio law, records will be organized and maintained so that they are readily available for inspection and copying.

RECORD REQUESTS

(a) Although no specific language is required to make a request, the requester must at least identify the records requested with sufficient clarity to allow the public office to identify, retrieve, and review the records. If it is not clear what records are being sought, the records custodian should contact the requester for clarification, and should assist the requestor in revising the request.

(b) 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, except as shall be provided for in the Ohio Revised Code.

(c) 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 so long as the request does not interfere with the workings of the Village offices. Copies of public records must be made available within a reasonable period of time. "Prompt" and "reasonable" take into account the scope and volume of records requested; the proximity of the location where the records are stored; staff time and resources available to process the request; and the necessity for any legal review of the records requested. The Village also recognizes that certain information must be redacted from public records prior to any inspection by the public.

(d) In processing a request for inspection of a public record, and pursuant to the Ohio Attorney General's Model Public Records Policy, an office employee must accompany the requester during inspection to make certain original records are not taken or altered.

(e) Any denial of public records requested must be done in accordance with the Ohio Revised Code.

COPIES

Pursuant to R.C. 149.43(B)(6) the Village shall permit the requester to choose to have the public record duplicated upon paper, upon the same medium upon which the Village keeps it, or upon any other medium upon

which the Village determines that it reasonably can be duplicated as an integral part of the normal operations of the Village. However, the Village shall not be required to allow a requester to make copies or scan copies with his or her own equipment nor shall the Village be required to provide electric service in order to power requester's equipment. Those seeking public records will be charged only the actual cost of making copies.

- (a) The charge for paper copies is five cents (\$.05) per page.
- (b) The charge for downloaded computer files to a compact disc is one dollar (\$1.00) per disc.
- (c) There is no charge for documents e-mailed.
- (d) Requesters may ask that documents be mailed to them. They will be charged the actual cost of the postage and mailing supplies.