



Public Records Policy

Board approved: June 20, 2018

It is the policy of the Granville Public Library that openness leads to a better-informed citizenry, which leads to better government and better public policy. It is the policy of the Granville Public Library to strictly adhere to the State of Ohio'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.

a) Public records

This office, in accordance with the Ohio Revised Code, defines records as including the following: Any document – paper, electronic (including, but not limited to, e-mail), or other format – that is created or received by, or comes under the jurisdiction of a public office that documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office. All records of the Granville Public Library are public unless they are specifically exempt from disclosure under the Ohio Revised Code.

It is the policy of the Granville Public Library that, as required by Ohio law, records will be organized and maintained so that they are readily available for inspection and copying. Record retention schedules are to be updated regularly and posted prominently.

b) Record requests

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

- A request for public records is made to the Library Director.
- Requests may be made:
 - o by telephone (740) 587-0196.
 - o on-site at the Granville Public Library at 217 East Broadway, Granville, Ohio 43023. On-site review of public records is made in the presence of the Library Director or his/her designee during the business hours of 9:00 a.m. to 4:00 p.m., Monday through Friday (except holidays).
 - o or by mail to Library Director, Granville Public Library, 217 East Broadway, Granville, Ohio 43023
 - o or by email to Anita Carroll, Library Director, Granville Public Library, acarroll@granvillelibrary.org

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 must contact the requester for clarification, and should assist the requestor in revising the request by informing the requestor of the manner in which the office keeps its records.



GRANVILLE P U B L I C L I B R A R Y

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. It is this office's general policy that this information is not to be requested, except to the extent necessary to permit the Library to comply with requests to mail or email documents to the requester.

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.

Each request will be evaluated for an estimated length of time required to gather the records. Routine requests for records will be satisfied immediately, if feasible to do so. Routine requests include, but are not limited to, meeting minutes (both in draft and final form), budgets, salary information, forms and applications, personnel rosters, etc. If fewer than 20 pages of copies are requested or if the records are readily available in an electronic format that can be e-mailed or downloaded easily, these will be made as quickly as the equipment allows. If more copies are requested, an appointment will be made with the requester on when the copies or computer files can be picked up.

All requests for public records will either be satisfied or be acknowledged in writing by the (public office) within three business days following the office's receipt of the request. If a request is deemed significantly beyond "routine," such as seeking a voluminous number of copies or requiring extensive research, the acknowledgement will include the following:

- An estimated number of business days it will take to satisfy the request.
- An estimated cost if copies are requested.
- Any items within the request that may be exempt from disclosure.