

The Hudson Library and Historical Society

Public Records Policy 12/2013

I. Statement of Purpose:

The Hudson Library and Historical Society believes that openness leads to a better informed citizenry and better government. Therefore, the Library will strictly adhere to the state's *Public Records Act*. All exemptions to openness will be construed in their narrowest sense and any denial of public records in response to a valid request will be accompanied by an explanation, including legal authority, as outlined in the Ohio Revised Code (ORC). If the request is in writing, the Library's response shall also be in writing.

- A. In accordance with the ORC and applicable judicial decisions public records are defined as follows:
 - Information stored on a fixed medium (paper, electronic and other formats)
 - Is created and/or received by or comes under the jurisdiction of a public office that documents the organizations functions, policies, decisions, and procedures or related activities of the office
- B. Each request for public records should be evaluated for a response using the following guideposts:
 - 1) The requestor must identify the records with sufficient clarity to allow the Library to identify, retrieve and review the record. If it is unclear what record(s) are being sought, the Library can request clarification and will assist the requestor in revising the request
 - 2) Under the ORC code records requests need not be made in writing. In addition, the requestor's identity as well as the documents intended use need not be made known.
 - 3) Public records are to be made available for inspection during regular business hours, with the exception of holidays
 - 4) Public records will be made available for inspection as promptly as reasonably possible
 - 5) "Prompt" and "reasonable" takes into consideration a number of factors including the volumes requested, the location in which they are stored and the necessity for any legal review of the records requested
 - 6) All requests for public records must either be satisfied or be acknowledged in writing by the Library
 - 7) If portions of the record are public and portions are exempt, the exempt portions will be redacted and the rest will be released
 - 8) Those seeking public records will be charged for the cost of reproduction and transmission which is payable in advance