

Policy #2.20 Public Records Policy

All records of the Board are public, unless they are specifically exempt from disclosure by the R.C. “Record” includes any document or device, whether paper, electronic, or other format, which is created or received under the jurisdiction of the Board and which documents the organization, functions, policies, decisions, procedures, operations, or other activities of the Board.

Records Requests

The requester must identify records with sufficient clarity to allow the Board to identify, retrieve, and review the records. If it is not clear what records are being sought, the requester will be asked for clarification and be assisted in revising the request by informing them of the manner in which the Board maintains and accesses its records. The requester need not put a request in writing or provide his or her identity or the intended use of the requested records. Upon receipt of a public records request, the request shall be forwarded to the Board’s legal counsel for review.

Production of Requested Records

Inspection of public records must be made available promptly. Copies of public records must be made within a reasonable period of time. “Promptly” and “reasonable period of time” take into account the volume of records requested, where the records are stored, and time for any legal review and/or redaction. Records prepared for inspection may be viewed during regular business hours. The Board office will provide copies of public records on paper, on the medium on which they are kept, or any other medium the office determines it reasonably can duplicate the records as an integral part of normal operations. If portions of a record are public and portions are exempt, the exempt portions will be redacted, and the rest released. Denial of all or any part of any public record requested shall include an explanation for the denial including legal authority.

Costs for Public Records

There is no charge for viewing or inspecting public records. Producing copies of public records may be charged at the following rates:

- Paper copies - \$.05 per page
- Downloaded computer files on a compact disc - \$1.00 per disc
- Electronic records e-mailed to the requester – no charge
- Actual cost of postage and mailing supplies, if applicable.

E-mail Records

If the content of an e-mail or other electronic communication meets the definition of a public record, it is subject to disclosure, whether it is in a public or private e-mail account. Requests for e-mail records will be treated in the same fashion as records in other formats.

Notice of Receipt

All requests for public records should be satisfied promptly and made available for inspection at all reasonable times during regular business hours. Copies of public records shall be made available at cost and within a reasonable period of time. If a request will not be satisfied promptly or copies cannot be made within a reasonable amount of time, the requester will be notified of the reason. If a request is denied, in part or in whole, the Board will provide the requestor with an explanation and the legal authority for such denial.

Failure to Respond

If it is believed that the Board has failed to comply with the Ohio Public Records Act, the requestor may follow procedures identified in R.C. [149.43 \(C\)](#).

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