

Village of Glendale, Ohio

Summary of Public Records Policy

Updated December 2012

Introduction: The Village of Glendale believes that openness leads to a better informed citizenry, which leads to better government and better public policy. The Village shall have a copy of its current Public Records Policy readily available at its administrative office and shall post a summary of the policy in that office.

Definition: Records include any document - paper, electronic, or other format - that is under the jurisdiction of a public office and documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office.

Availability of Public Records: All public records requests shall be made directly to the office of the Village Administrator (Administrator). Public records, wherever located, will be available for inspection during the regular business hours of the Village Office. Copies of public records must be made available within a reasonable period time.

Charges for Satisfying Public Records Requests:

- 5 cents per page for black-and-white paper copies for a standard 8.5 x 11 single sided sheet; larger pages and color copies may require higher fees;
- \$1.00 per disc for downloaded computer files to a compact disc;
- postage and mailing supplies;
- the Village may outsource any large document request and the requestor will be informed of the estimated cost and required to pay the cost of the entire job;
- Ohio law may provide for specific fees to be charged for certain records.

Disclosure Prohibited or Not Required: If the Village is prohibited from releasing requested records under state or federal law, the public record request will be denied. If the Village is permitted to withhold certain records from disclosure, the Village will consider disclosure on a case-by-case basis. Any denial of a public records request, whether written or verbal, will be given in writing and accompanied by an explanation including legal authority.

Ambiguous, Over-Broad or Otherwise Vague Requests: Requests that are ambiguous or overly broad, such that it is difficult to identify the public records requested, will be denied. However, in such cases, the Administrator will give the requestor an opportunity to more accurately describe the public records being sought. In order to assist the requestor, the Administrator will inform the requestor of the manner that the records under discussion are maintained and accessed.

Failure to Respond to a Public Records Request: The Village recognizes that failure to comply with a request may result in remedies and damages according to R.C. §149.43.

THIS DOCUMENT IS ONLY A SUMMARY OF THE VILLAGE OF GLENDALE'S PUBLIC RECORDS POLICY. IT IS INTENDED TO INFORM THE PUBLIC OF IMPORTANT ISSUES REGARDING PUBLIC RECORDS. A FULL COPY OF THE POLICY CAN BE OBTAINED AT THE VILLAGE OFFICE OR FROM THE VILLAGE WEBSITE