

## **Public Records Policy**

INTRODUCTION; We are an open government and welcome participation by our citizens. We believe openness leads to a better informed public, which leads to more transparent government and better public policy. Citizens are entitled to access government records and the Public Records Act should be interpreted liberally in favor of disclosure.

HOURS AND COSTS ; You may make public records requests from Elkrun Township by calling 330 424 1944 or by phoning the fiscal officer on weekdays between the hours of 8 am and 4 pm, excluding public holidays.

For copies of public records on 8.5 X 11 inch paper in black ink, the cost of 5 cents per page. We may require you pay the estimated copy costs before the copies are made. If records are mailed to you, we may charge you in advance, for postage and the cost of mailing materials. How to make a Public Records Request:

We will provide prompt inspection of public records and copies of public records in a reasonable period of time. We may ask questions, which may help us to locate and expedite your request. You are not legally required to identify yourself or give the purpose of your request. If the records cannot be provided immediately, we will contact you when the records are available.

Definition of Public Records; Under Ohio law, public records are those items that meet all of the following elements: any document, device, or item regardless of physical form or characteristic, including electronic record: that is created or received by, or coming under the authority of a public office: and that, documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office. This does not include records kept for our administrative convenience.

You may ask for a copy of our records retention schedule, which will familiarize you with the types of records available.

Records that will not be released... Under Ohio Law, some records that meet the above three elements will still be withheld from release because state or federal law makes the record confidential. Some commonly-requested records that are confidential include: Attorney-client privileged information and trial preparation records, social security numbers, records of ongoing investigations, medical records, BMV records and records that a judge ordered to be sealed per a statute Peace Officers, firefighters, EMT, prosecutor, assistant prosecutor, children's services worker, or corrections officer, Residential and Familial information (R.C.149.43(A)(7));

Limitations: We may limit to ten, the number of public records mailed to you, unless you certify in writing that you do not intend to use the records for commercial purposes. We will not provide copies of public records that we create or receive after your original request is completed.

Questions of Concerns; If you have questions of concerns about Ohio Public Records law, please contact your state legislator. You can find information at [www.Ohio.gov](http://www.Ohio.gov)

**ACKNOWLEDGMENT OF RECEIPT AND DISCLAIMER**

I have received the Elkrun Township Policy and Procedures Manual including Personnel, Investment and Public Records Policies. It is my responsibility to be familiar with these polices and the rules of the Township. I understand I will be directed by them.

I further acknowledge that the polices, benefits, rules and regulations set forth herein are not to be considered as creating terms and/or conditions of an employment contract, either expressed or implied. These policies are subject to unilateral changes by the Township without notice.

I also understand that this Policy and Procedure manual is the property of the Township. Upon my separation from employment, this manual shall be returned prior to receipt of my final pay.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Fiscal Officer Signature

\_\_\_\_\_  
Date