

SECTION 2.09: PUBLIC RECORDS POLICY

It is the policy of the City of Greenville that openness leads to a better informed citizenry, which leads to better government and better public policy. It is the policy of the City of Greenville to strictly adhere to the State'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.

- A. Public records. The City of Greenville, 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 City of Greenville are public unless they are specifically exempt from disclosure under the Ohio Revised Code.
 1. It is the policy of the City of Greenville that, as required by Ohio law, records will be organized and maintained so that they are readily available for inspection and copying (See Section D for the e-mail record policy). Record retention schedules are to be updated regularly and posted prominently.
- B. Records requests. Each request for public records should be evaluated for a response using the following guidelines:
 1. 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 office/department must contact the requester for clarification, and should assist the requestor in revising the request by informing the requester of the manner in which the office keeps its records.
 2. 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 the City of Greenville's general policy that this information is not to be requested.
 3. 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.

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4. Each request should be evaluated for an estimated length of time required to gather the records. Routine requests for records should be satisfied immediately if feasible to do so.
 5. Any denial of public records requested must include a written explanation, including legal authority. If portions of a record are public and portions are exempt, the exempt portions are to be redacted and the rest released. If there are redactions, each redaction must be accompanied by a supporting explanation, including legal authority.
- C. Costs for Public Records. Those seeking public records will be charged only the actual cost of making copies.
1. The charge for paper copies is 0.05 cents per page.
 2. The charge for downloaded computer files to a compact disc is \$1.00 per disc.
 3. The charge for any video taped recording is \$10.00 per tape or dvd.
 4. There is no charge for documents e-mailed.
 5. Requesters may ask that documents be mailed to them. They will be charged the actual cost of the postage and mailing supplies.
- D. E-mail. Documents in electronic mail format are records as defined by the Ohio Revised Code when their content relates to the business of the City of Greenville. E-mail is to be treated in the same fashion as records in other formats and should follow the same retention schedules.
1. Records in private e-mail accounts used to conduct public business are subject to disclosure, and all employees or representatives of the City of Greenville are instructed to retain their e-mails that relate to public business (see Section A Public Records) and to copy them to their business e-mail accounts and/or the City's records custodian.
 2. The office/department is to treat the e-mails from private accounts as records of the public office, filing them in the appropriate way, retaining them per established schedules and making them available for inspection and copying in accordance with the Public Records Act.

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- E. Failure to respond to a public records request. The City of Greenville recognizes the legal and non-legal consequences of failure to properly respond to a public records request. In addition to the distrust in government that failure to comply may cause, the City of Greenville's failure to comply with a request may result in a court ordering the City to comply with the law and to pay the requester attorney's fees and damages.

- F. City's Records Custodian. The City of Greenville's records custodian shall be the Mayor per Ohio Revised Code 149.39.