

LaGrange Township Public Records Policy

1.0 Contact Person: Roberta Moore

Location: 440 759-3155

Email – Burnettsseptic@aol.com

Contact Times: 8-4pm

Contact person will have readily available a copy of the records policy and retention schedule.

2.0 Cost: 10¢ per page.

Copies in other medium are charged at actual cost.

Payment for copies must be made in advance.

3.0 Responding to Requests:

3.1 All responses to records requests are to be made in compliance with Ohio Revised Code Section 149.43. This policy is intended to summarize these provisions. Any interpretation of this policy or matters not specifically provided for herein shall be in accordance with R.C. 149.43.

Records are to be organized so as to be available promptly and within a reasonable time after allowing for examination and redaction of exempted information. "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.

E-mail is to be treated in the same fashion as records in other formats and should follow the same retention schedules; this includes private e-mail accounts used to conduct public business.

3.2 Records custodian cannot require requester to provide identity or reason for request.

Records custodian may ask for the requester's identity, about the intended use, or that the request be in writing, if it would help to identify, locate, or deliver the requested records. However, the Records custodian must disclose to the requester the following:

You are not mandated by law to make your request in writing and you may decline revealing your identity or intended use.

Records Custodian is not required to allow requester to make copies.

3.3 If request is refused, an explanation for the refusal must be provided, which includes the legal authority. If request is in writing, refusal must be in writing.

If refusal is because request is overly broad, ambiguous, or worded so one cannot identify records, Records Custodian must inform requester how records are maintained and accessed to assist requester in revising request.

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 records custodian must contact the requester for clarification, and should assist the requestor in revising the request by informing the requestor of the manner in which the office keeps its records.

If redactions (deletions of exempt information) are made to records, must notify requester of redactions and make redactions plainly visible.