



PUBLIC RECORDS POLICY



Purpose:

To establish a policy for all Fairfield Township Government Offices to make public records available at all reasonable times during regular business hours, in accordance with the law of the State of Ohio.

To assure that Township offices recognize and comply with Ohio law regarding making copies of public records available within a prompt and reasonable amount of time.

To assure that all Township offices recognize and follow Ohio law regarding record retention schedules.

Policy:

1. The Township Administrator is the Trustees' designee to receive training and to serve as record custodian for the Township's administrative offices. The Fire Chief and the Police Chief are the designated custodians of their respective departments.

2. Fairfield Township shall make available for inspection and copying its public records which are not excluded from disclosure in compliance with Ohio Revised Code Section 149.43, as amended from time to time. Provided however, the release of any information protected by a person's constitutional right to privacy, or statutory right of non-disclosure including but not limited to social security numbers, shall be prohibited. Information in a public record which is exempt or excepted from disclosure shall be redacted from copies of any records presented to the requesting party.

3. Requests for records may be presented to any Township employee at a Township office. The applicable custodian or designee shall be the person(s) responsible for supplying requested public records within the respective department.

4. The custodian or designee shall evaluate each request for public record(s) and shall estimate the anticipated amount of time to be required by staff to fulfill the request. More detailed, complex, or voluminous requests may require additional time to fulfill.

5. If a request for public records requires a voluminous response, the applicable custodian or designee may require the requesting party to pay a portion or all of the estimated fees in advance of fulfilling the request. Copying fees shall be the actual cost of materials as established on the attached fee schedule and shall not include staff time to fulfill a request, unless otherwise permitted by Ohio law. The fee schedule is as follows:

Public Records Fee Schedule:

Media Type	Unit	Per Unit Cost
Paper Documents	Letter (Black & White)	.05
	Letter (Color)	.10
	Legal (Black & White)	.05
	Legal (Color)	.10
	Ledger (Black & White)	.10
	Ledger (Color)	.20
Digital Documents	CD-RW	1.50
	DVD-RW	2.50
	e-mail	No Cost
Large Format Documents	Various	At Vendor Cost

Notes:

- 1) Due to computer system integrity and security issues, Fairfield Township shall NOT accept blank media supplied by the requesting party.
- 2) The Administrator may waive costs for requests from political subdivisions in furtherance of performing governmental functions.
- 3) The Township office shall charge the actual costs of materials for other media not listed herein.
- 4) The Township office shall notify the requesting party as soon as practicable of any costs of labor and materials in cases where outside labor must be hired to comply with a public records request.
- 5) The Township office shall charge the actual costs of postage to be paid in advance when the requesting party requires the public records be transmitted via mail service.
- 6) The Township Office may require payment in advance for providing a public record when the estimated cost exceeds five dollars (\$5.00). The Township shall refuse to reproduce and/or provide any records when the requesting party fails, **UPON REQUEST**, to make said payment in advance.

The Administrator is authorized to amend the Fee Schedule from time to time according to changing costs and technologies.

6. A written confirmation of request(s) received for public record shall be sent to the requester within one (1) business day unless the party requesting records declines to provide contact information. The Township shall not require information such as name, address, telephone number, or other information that may be construed to identify the requesting party as a precondition to receiving public records. The requesting party has the option of disclosing or declining to disclose such information.

7. The Administrator shall prepare the confirmation of request for Township use which shall include the following:

- a. An estimated number of business days it will take to satisfy the request.
- b. An estimated cost if copies are requested.
- c. Any items within the request that may be exempt from disclosure.
- d. Any vagueness in the request, desired clarification (e.g., period of time covered) or refinement of what is sought by the request.

8. The Administrator is authorized to make rules and procedures that implement this policy so long as they do not conflict with the state's Public Records Act.

9. Failure of any Township offices to comply with Ohio's public record law may result in an award of court costs and attorney fees.