

**AMHERST PUBLIC LIBRARY  
PUBLIC RECORDS POLICY**

Contact Person: Library Administrator

Location: APL Administration Office

Contact Time: Mon – Fri from 9:00 a.m. to 5:00 p.m.

Cost: .10 cents per page (unless specific fee established by law)

Copies in other medium are charged at actual cost. In the event that the requestor asks for documents to be mailed, they will be charged the actual cost of the postage and mailing supplies. Payment for copies and mailing must be made in advance.

Responding to Requests:

- 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 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.
- The records custodian cannot require requester to provide identity or reason for the request. The 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.*"
- The records custodian is not required to allow requester to make copies.
- If the request is refused, an explanation for the refusal must be provided, which includes the legal authority. If the request is in writing, the refusal must be in writing.
- If refusal is because request is overly broad, ambiguous, or worded so one cannot identify records, the 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 library 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,

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and should assist the requestor of the manner in which the office keeps its records.

- If redactions (deletions of exempt information such as social security number, home address) are made to records, the records custodian must notify requester of redactions and make redactions plainly visible.
- Public records poster must be displayed in the library at all times.

Adopted by the Amherst Public Library Board of Trustees July 20, 2010.

**AMHERST PUBLIC LIBRARY  
PUBLIC RECORDS POLICY  
NOTIFICATION POSTER**

The complete policy and any public records may be obtained as follows:

Contact Person: Donald Dovala, Library Administrator

Contact Times: Mon – Fri, 9:00 a.m. to 5:00 p.m.

Cost: .10 cents per page (unless specific fee established by law)

Copies in other medium are charged at actual cost. In the event that the requestor asks for documents to be mailed, they will be charged the actual cost of the postage and mailing supplies. Payment for copies and mailing must be made in advance.

Availability: Records will be made available promptly and within a reasonable time to allow exempt information to be redacted in accordance with Ohio Revised Code 149.43.

Adopted by the Amherst Public Library Board of Trustees July 20, 2010.