

**MEDINA TOWNSHIP, MEDINA COUNTY
RESOLUTION NO.**

**MEDINA TOWNSHIP OPEN RECORDS MISSION STATEMENT,
STATEMENT OF PRINCIPLES, AND POLICY**

Is herewith set forth and moved to be adopted by Michael Todd duly seconded by Neal W. King.

THEREFORE, BE IT RESOLVED that Medina Township hereby adopts the following Open Records Mission Statement, Principles, and Policy as set forth below:

OPEN RECORDS MISSION STATEMENT: Consistent with the premise that government at all levels exists first and foremost to serve the interests of the people, it is our mission and intent to at all times fully comply with and abide by both the spirit and the letter of Ohio's Open Records Act and Open Meetings Act.

STATEMENT OF PRINCIPLES: In order to accomplish the mission of fully complying with both the letter and spirit of the Open Records and Open Meetings Acts, we do hereby adopt the following Statement of Principles:

- Will ensure that all personnel become trained in and aware of the provisions of the acts;
- Will do nothing that abridges the public's right to obtain information about their government or that inhibits or discourages citizens from doing so;
- Will do everything possible to aid those who are seeking information, including but not limited to, fully explaining the scope and operation of the acts and assisting citizens in the formulation of requests;
- Will construe the provisions of the acts in a manner that favors compliance with requests for information;
- Will seek guidance from the Medina County Prosecutor's Office whenever a question arises about the application of the acts or about the appropriateness of a request for information;
- Will clearly and concisely state, in writing, the reason or reasons why a request for information has been denied.

OPEN RECORDS POLICY:

It is the policy of Medina Township to 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 will be accompanied by an explanation, in writing, including legal authority, as outlined in the Ohio Revised Code.

I. Medina Township, in accordance with the Ohio Revised Code, defines public 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 Medina Township are public unless they are specifically exempt from disclosure under the Ohio Revised Code.

II. It is the policy of Medina Township that, as required by Ohio law, records will be organized and maintained so that they are readily available for inspection and copying. Record retention schedules will be updated regularly.

III. 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 employee or elected official to identify, retrieve, and review the records. If it is not clear what records are being sought, the township employee or elected official will contact the requester for clarification, and will assist the requestor in revising the request by informing the requestor of the manner in which the office keeps its records.

IV. 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 Medina Township's general policy that this information is not to be requested.

V. Public records are to be available for inspection during regular business hours, with the exception of published holidays. Public records will be made available for inspection promptly. Copies of public records will 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.

VI. Each request will be evaluated for an estimated length of time required to gather the records. Routine requests for records will be satisfied immediately if feasible to do so. If fewer than ten pages of copies are requested, these will be made as quickly as office staffing and the equipment allows. All requests for public records will either be satisfied or be acknowledged in writing by Medina Township within three business days following the office's receipt of the request. If a request is deemed significantly beyond "routine," such as seeking a voluminous number of copies or requiring extensive research, the acknowledgement will include the following:

1. An estimated number of business days it will take to satisfy the request.
2. An estimated cost if copies are requested.
3. Any items within the request that may be exempt from disclosure.

VII. Any denial of public records requested will include an 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 will be accompanied by a supporting explanation, including legal authority.

VIII. Persons seeking public records will be charged only the actual cost of making copies. Medina Township's cost schedule for copies of public records is as follows:

1. The first ten pages of any request are free of charge.
2. The charge for any additional paper copies is 5 cents per page.

3. The charge for downloaded computer files to a compact disc is \$1 per disc, if such records are available electronically.
4. Documents requested to be mailed will be charged the actual cost of the postage and mailing supplies.

IX. Documents in electronic mail format are records as defined by the Ohio Revised Code when their content relates to the business of Medina Township. The key issue of electronic mail format is content. If the e-mail or other electronic communication involves the business of Medina Township, it is a record of the township.

X. Medina Township recognizes the legal and non-legal consequences of failure to properly respond to a public records request.

MEDINA TOWNSHIP

OPEN RECORDS POLICY

- ~ Public records are any documents that relate to the business or activity of the township.
- ~ Records are available during regular business hours: 9:00 AM to 3:30 PM, Monday through Friday.
- ~ Please contact Township Secretary Celia Goe at 330-725-5713.
- ~ There is no charge for the first ten pages. Copies over ten pages will be \$0.05 per page.
- ~ If the records are readily available, they will be given out immediately.
- ~ If the records need to be researched, reviewed, or retrieved from storage, you will receive a written response and/or the records in no more than three business days.