

# **ARCHBOLD COMMUNITY LIBRARY**

## **PUBLIC RECORDS POLICY**

### **Section 1. Public records**

In accordance with the Ohio Revised Code (Title 1, Section 149.43) and applicable judicial decisions, records are defined as any item that (i) contains information stored on a fixed medium (such as paper, electronic – including but not limited to email – and other formats); (ii) is created or received by, or sent under the jurisdiction of a public office and (iii) documents the organization, functions, policies, decisions, procedures, operations or other activities of the office. Public records are to be open to the public at all reasonable times with exceptions only as provided for in the law.

**1.1** - As required by Ohio law, records of the Archbold Community Library (Library) will be available for inspection and copying at all reasonable times during regular business hours of the Library. Copies will be made available within a reasonable period of time. Record retention schedules are to be updated as needed and the public records policy shall be posted conspicuously in the Library.

### **Section 2. Record requests**

Each request for public records should be evaluated for a response using the following guidelines:

**2.1** - If a requester makes an ambiguous or overly broad request or has difficulty in making a request for copies or inspection of public records such that the Library cannot reasonably identify what public records are being requested, the Library may deny the request but shall provide the requester with an opportunity to revise the request by informing the requester of the manner in which records are maintained by the Library and accessed in the ordinary course of the Library's operations.

**2.2** - The requester is not required to put a records request in writing, and is not required to provide his or her identity or the intended use of the requested public record. The Library may ask the requester to make the request in writing, provide name and reason for the request, but only after disclosing to the requester that a written request is not mandatory, and that the requester may decline to reveal identity or intended use of the requested record. Furthermore, the Library may make this request only when a written request or disclosure of identity or intended use would benefit the requester by enhancing the ability of the Library to identify, locate, or deliver the public records sought by the requester.

**2.3** - Public records responsive to the request 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.

**2.4** - Each request should be evaluated for an estimated length of time required to gather the records.

**2.5** - Any denial of public records requested must include an explanation. 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. If the original request for public records was made in writing, the explanation for denial must also be in writing.

### **Section 3. Costs for Public Records**

Those seeking public records will be charged the actual cost of making copies, which according to Ohio law, consists of the cost for paper, ink, etc.

**3.1** - Upon a request for public records, the Library shall transmit a copy of the public record to any person by United States mail or by any other means of delivery or transmission within a reasonable period of time after receiving the request for the copy.

**3.2** - The Library may require the person making the request to pay in advance the cost of postage if the copy is transmitted by United States mail or the cost of delivery if the copy is transmitted other than by United States mail, and to pay in advance the costs incurred for other supplies used in the mailing, delivery, or transmission.

**3.3** - If any person chooses to obtain a copy of a public record the Library may also require that person to pay in advance the cost involved in providing the copy of the public record in accordance with the choice made by the person seeking the copy under this section.

**3.3a** - The Library shall permit the requester of public records to choose to have the public record duplicated upon paper, upon the same medium upon which the Library keeps it, or upon any other medium upon which the Library determines that it reasonably can be duplicated as an integral part of the normal operations of the Library.

### **Section 4. E-mail**

E-mail is to be treated in the same fashion as records in other formats and should follow the same retention schedules.

**4.1** – Employees and representatives of the Library shall be reminded that private email accounts could potentially contain communications that satisfy the definition of a “public record”.

Adopted by Resolution of the Board of Trustees of the Archbold Community Library at a regular meeting of the Board on October 22, 2007.

# Records Retention and Disposal Schedule

## PERMANENT

Accident, Incident Reports  
 Annual Director's Report  
 Annual Financial Report  
 Board Policies  
 Building Blueprints  
 Donation/Memorial Gift Records  
 Endowment Funds and Policies  
 Grant Records, Successful  
 Board Minutes  
 Payroll Sheets, Journals  
 OPERS Reports  
 Personnel Policies  
 Records Commission Documents  
 State Library Report  
 Workers Comp Reports

## NON-PERMANENT

## RETENTION PERIOD

Annual back-up tapes (off site storage)	5 years, provided audited
Audit reports, state	3 audit periods
Bank deposit books & receipts	5 years, provided audited
Bank statements, cancelled checks, check stubs, unused checks	5 years, provided audited
Bids (successful)	3 years after contract expired
Bids (unsuccessful)	3 years after letting of bid
Board agendas	3 years
Budgets filed with County Budget Commission	10 years, provided audited
Building project records	Life of building
Building specifications	Life of building
Contractor payment requests - final	16 years after project completion
Contracts, construction & related documents	16 years after project completion
Contracts, other	16 years after expiration
Contracts, service	3 years after contract expired
Correspondence (routine)	1-5 years unless of historical value
Depository agreements & related collateral	5 years after agreement expired, provided audited
E-mail, internal notes & memos	Retain according to content
Employment applications	If not hired, until job filled
Employment applications	2 years if hired
FAX reports	Until no longer of value
Garnishment orders	5 years after rescinded, or after no longer employed
I-9 forms	100 years
Insurance policies	2 years after expiration, provided all claims settled
Interlibrary loan records	6 months
Inventory, equipment/furniture assets (invoices & vouchers)	1 year after disposition of the asset

**NON-PERMANENT****RETENTION PERIOD**

Investment policy	5 years after being superseded
Investments & investment reports	5 years, provided audited
Job descriptions	Until no longer of value
Journals - cash, fund, revenue, expenditure	5 years, provided audited
Ledgers, appropriation & receipt	5 years, provided audited
Legal ads - published in newspaper	5 years, provided audited
Legal opinions	Until no longer of value
Library publications	2 years unless of historical value, then permanent
Lost materials records	3 years or until no longer useful
Manuals, bulletins	Until no longer of value
Meeting room applications	1 year
Monthly financial reports	5 years, provided audited
Monthly circulation report	2 years
Overdue materials records	Until item is returned
Patron account history	Deleted once/year if account is clear
Patron circulation records	As allowed by computer system
Patron records, other	Until no longer of value
Payroll reports/tax withholding reports	10 years, provided audited
PERS records, employees'	100 years
Public Equipment Use Sign-in Forms	1 year
Purchase orders/requisitions	5 years, provided audited
Receipts and/or receipt register	5 years, provided audited
Time sheets - with hours worked & leave balance	100 years
Transient material (all informal and/or temporary internal messages and notes, and all drafts used in the production of public records)	
Vouchers, copies of warrants, paid invoices, warrant registers	5 years, provided audited
W-2 forms	100 years
W-4 forms	Until no longer of value
Workers compensation claims, employees'	100 years