

OHIO APPORTIONMENT BOARD PUBLIC RECORDS POLICY

This public records policy is adopted pursuant to R.C. 149.43(E) and is effective for public records requests received on and after August 4, 2011.

PUBLIC RECORDS

Section 1. Definition of a public record

In accordance with R.C. 149.011 a record is defined as “any document, device, or item, regardless of physical form or characteristic, created or received by or coming under the jurisdiction of any public office of the state or its political subdivisions, which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the office.”

Any questions as to whether or not a record is a “public record” should be directed to the records officer of the Apportionment Board.

Section 1.1 Organization and Maintenance

It is the policy of the Apportionment Board 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 shall be readily available to the public at the Ohio House of Representatives Clerk’s Office in the Ohio Statehouse.

PUBLIC RECORDS REQUESTS AND RESPONSES

Section 2 Evaluation of a Public Records Request

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

Section 2.1 Identification of a Public Records 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 requester in revising the request by informing the requester of the manner in which the office keeps its records.

Section 2.2 Method of Public Records Requests and Identity of Requester

The requester does not have to put a records request in writing, although written requests are preferred for accuracy, and does not have to provide his or her identity or disclose the intended use of the requested public record.

Section 2.3 Availability of Public Records for Inspection and Production of Copies

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 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.

Section 2.4 Time Constraints for Satisfying Public Records Requests

Each request should be evaluated for an estimated length of time to gather the records. If feasible, routine requests for records should be satisfied as soon as reasonably possible.

Section 2.5 Denial of Public Records Requests

Any denial of public records requests must 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 of the record released. If there are redactions, each redaction must be explained with citations to the legal authority used for the redaction.

COSTS FOR OBTAINING COPIES OF PUBLIC RECORDS

Section 3 Charges for Copies and Postage

Those seeking public records will be charged the actual cost of making copies, as follows:

Section 3.1 The charge for paper copies (8.5” x 11” one-sided, black ink) is 10 cents per page.

Section 3.2 The charge for downloaded computer files to a compact or digital video disk is \$1 per disk.

Section 3.3 There is no charge for e-mailed documents.

Section 3.4 Requesters may ask that documents be mailed to them. They will be charged the actual cost of postage and mailing supplies.