

CITY OF BOWLING GREEN PUBLIC RECORDS POLICY POSTER

All records of the City of Bowling Green are public, unless they are specifically exempt from disclosure under the Ohio Revised Code. "Record" includes any document or device, whether paper, electronic, or other format, which is created or received under the jurisdiction of this municipality and which documents the organization, function, policies, decisions, procedures, operations, or other activities of the City.

Record Requests

No specific language is required to make a request, but the requester must identify records with sufficient clarity to allow the City to identify, retrieve, and review the records. If it is not clear what records are being sought, the records custodian should ask the requester for clarification, and assist the requester in revising the request by informing him/her of the manner in which the City office maintains and accesses its records. The requester need not put a request in writing, or provide his or her identity or the intended use of the requested records. It is the City's general policy that this information should not be requested. However, in some cases this information may be asked, if it aids in the identification of the records requested.

Notice of Receipt

All requests for public records should either be satisfied or be acknowledged in writing by the appropriate City department within three business days following receipt of the request. If a request will not be satisfied within three business days, a notice of receipt should be sent to the requester, including at least the following terms:

1. Request for clarification (if necessary)
2. Estimated cost, if copies are requested (see below)

Production of Requested Records

Inspection of public records must be made available promptly. Copies of public records must be made within a reasonable period of time. "Promptly" and "reasonable period of time" take into account the volume of records requested, location where the records are stored, and time for any legal review and/or redaction. Records prepared for inspection may be viewed during regular business hours. The City of Bowling Green will provide copies of public records on paper, on the medium on which they are kept, or on any medium the City determines it reasonably can duplicate the records as an integral part of normal operations. If portions of a record are public and portions are exempt, the exempt portions will be redacted and the rest released. Denial of all or any part of any public record requested shall include an explanation for the denial, including legal authority.

Costs for Public Records

There is no charge for viewing (inspecting) public records.

Copies of public records may be charged at the following rates (actual costs):

- ✚ Paper Copies - \$0.05 per page singled-sided; \$0.08 per page for duplexed (double-sided) copies (Within the Police and Fire Divisions the cost will be \$0.10 per page for single-sided copies.)
- ✚ Downloaded computer files on a compact disk – \$1.00 per disk
- ✚ Advance payment for copies of records may be required in cases where the cost will exceed \$10.00 or if the copying will exceed 200 pages.
- ✚ Electronic records e-mailed to the requester – no charge
- ✚ Requesters may have records mailed to them by paying the City the actual cost of postage and mailing supplies.

E-mail Records

If the content of an e-mail or other electronic communication meets the definition of a public record (see definition of "Record" above), it is subject to disclosure, whether it is in a public or private e-mail account. Requests for e-mail records will be treated in the same fashion as records in other formats.

Failure to Respond to Public Records Requests

If a person believes the City has failed to comply with the Ohio Public Records Act, they may file a court petition in mandamus: 1) to compel the City to comply with the request; 2) to seek payment for statutory damages; 3) for court costs; and 4) to have the office pay the requester's attorney fees.

For a copy of the full version of the City's Public Records Policy, please log onto to www.bgohio.org or call 1-419-354-6200, or ask for a copy at the office where this poster is located.

