

PUBLIC RECORDS REQUEST

This policy provides guidelines for the public's request of public records from Avon Lake Public Library in compliance with Ohio state law.

Contact Information

Records Custodian: Library Administration
Avon Lake Public Library
32649 Electric Boulevard | Avon Lake, Ohio 44012
Phone: 440.933.8128
Email: info@avonlake.lib.oh.us

Contact Times: 9:00 a.m. – 5:00 p.m. | Monday through Friday

Cost for Obtaining Public Records

Hard copies are five cents (\$.05) per page unless a specific fee is otherwise established by law. Copies in other media are charged at actual cost. Payment for copies must be made in advance. Records may be inspected without cost.

Responding to Requests

All responses to public 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 matter not specifically provided for herein will 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. This may include seeking legal assistance.

The records custodian cannot require the requester to provide identity or reason for 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 the requester to make copies.

Refusing Requests

If a public records request is refused, an explanation for the refusal must be provided, which includes the legal authority. If a public records request is in writing, the refusal must be in writing.



If the refusal is because the request is overly broad, ambiguous, or worded, so one cannot identify records, the records custodian must inform the requester how records are maintained and accessed in order to assist the requester in revising the request.

If redactions [deletions of exempt information] are made to public records, the records custodian must notify the requester of redactions and make redactions plainly visible.