

VILLAGE OF OTTOVILLE, OHIO

RESOLUTION NO. 2011-12

RESOLUTION ADOPTING PUBLIC RECORDS POLICY

WHEREAS, the Village of Ottoville, Ohio, would like to adopt a public records policy as per H.B.9, consistent with the premise that government at all levels exists first and foremost to service the interests of the residents, it is the mission of the Village of Ottoville, and intent at all times to fully comply with and abide by both the spirit and the letter of Ohio's Open Records Act and Open Meetings Act;

WHEREAS, in order to accomplish the mission of fully complying with both the letter and the spirit of the Open Records and Open Meetings Acts, the Village of Ottoville does hereby adopt the following Statement of Principles:

1. Will ensure that all personnel become and remain fully trained and aware of the provisions of the acts;
2. Will adopt policies that encourage employees to immediately report incidents of non-compliance with the acts that they may observe;
3. Will do nothing that abridges the public's right to obtain information about their government or that inhibits or discourages citizens from doing so;
4. 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;
5. Will construe the provisions of the acts in a manner that favors compliance with requests for information;
6. Will seek guidance from the office of the Ohio Attorney General whenever a question arises about the application of the acts or about the appropriateness of a request for information;
7. Will clearly and concisely state the reason or reasons why a request for information has been denied.

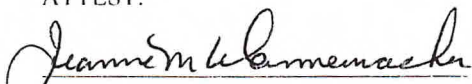
NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE VILLAGE OF OTTOVILLE, STATE OF OHIO, OR TWO-THIRDS CONCURRING THERETO, THAT:

SECTION 1. The Village of Ottoville does hereby adopt the Statement of Principles as listed above and Public Records Policy, attached as Exhibit A, in accordance with State of Ohio H.B. 9 – Public Records Act.

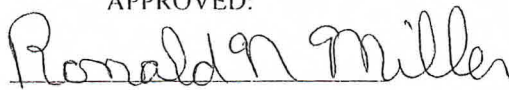
SECTION 2. That it is found and determined that all formal actions of this Council concerning or relating to the passage of this Resolution were passed in a open meeting of this Council and that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including section 121.22 of the Ohio Revised Code.

Dated: 7-25-2011

ATTEST:


Fiscal Officer, Village of Ottoville

APPROVED:


Mayor, Village of Ottoville

VILLAGE OF OTTOVILLE
PUBLIC RECORDS POLICY

INTRODUCTION:

It is the policy of the Village of Ottoville that openness leads to a better informed citizenry, which leads to better government and better public policy. It is the policy of the Village of Ottoville, Ohio, to strictly 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 must be accompanied by an explanation, including legal authority, as outlined in the Ohio Revised Code. If the request is in writing, the explanation must also be in writing.

Section 1. PUBLIC RECORDS

This office, in accordance with the Ohio Revised Code, defines 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 the Village of Ottoville are public unless they are specifically exempt from disclosure under the Ohio Revised Code.

Section 1.1

It is the policy of the Village of Ottoville that, as required by Ohio law, records will be organized and maintained so that they are readily available for inspection and copying (see Section 4 for the e-mail record policy). Record retention schedules are to be updated regularly and posted prominently.

Section 2. – RECORD REQUESTS

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

Section 2.1

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.

