

A RESOLUTION FOR THE ADOPTION OF A PUBLIC RECORDS POLICY
Resolution No. 08-07

WHEREAS, the Village of Magnetic Springs is located within Union County, State of Ohio; and

WHEREAS, the Village of Magnetic Springs finds it necessary to adopt a public records policy for the Village of Magnetic Springs to govern the access of the Village's public records that are not exempt, to the general public.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE VILLAGE OF MAGNETIC SPRINGS, OHIO THAT:

Section 1. The Village Council finds it necessary to adopt a public records access policy for the Village of Magnetic Springs.

Section 2. The Village Council finds that the attached policy complies with Ohio Revised Code Section 149.43 in directing the dissemination of copies of requested public records upon request.

Section 3. The Village Council hereby adopts the attached Public Records Policy for the Village of Magnetic Springs.

Section 4. This ordinance shall take effect on the earliest date permitted by law.

Passed this 25th day of September, 2008.

ATTEST:

Clerk-Treasurer

Mayor

Council President

APPROVED AS TO FORM

Alison Boggs
Village Counsel

CERTIFICATE OF PUBLICATION

Pursuant to the provisions of the Ohio Revised Code, Section 731.25, I Melinda Ritchie, Clerk-Treasurer of the Village of Magnetic Springs, published by posting the same on this _____ day of _____, 2008, at each of the following public places in the Village of Magnetic Springs, as follows:

and the Magnetic Springs Municipal Building on this _____ day of _____, 2008.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed my seal of office this _____ day of _____, 2008.

Melinda Ritchie

Public Records Policy for The Village of Magnetic Springs, Ohio

The records of the Village of Magnetic Springs, except those records that are statutorily exempted from disclosure, shall be made available to the public for inspection and/or copying in accordance with the Ohio Public Records Act. Requests for the records may be made during regular business hours to:

Village of Magnetic Springs
30 West Magnetic Street
P.O. Box 150
Magnetic Springs, Ohio 43036

Requests may be made during normal business hours or at a council meeting on the third Thursday of the month at 7:00 p.m.

A person making a public records request may view the records at all reasonable times during regular business hours. If the person wishes to view the records, the records, if at that location, shall promptly be made available for viewing. If the person wishes to have copies of the records then the copies will be made available in a reasonable amount 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.

The public records request may or may not be made in writing. If the request is complex, the Village may ask that any oral request be reduced to writing to avoid any confusion or delay in filling the request.

Once the request is received, the Village will provide a response or acknowledge your request and provide you with an estimate of when you should expect a response; an estimated cost if copies have been requested; and the items (if any) that are expected to be exempt from disclosure. If at any time prior to completing the response it is determined that it will take longer than initially estimated (because of the volume of records requested, the proximity of the location where the records are stored, or the complexity of the legal review) we will inform you of this change.

If any portion of the request must be denied because the records are exempt from disclosure under the law, the person will be informed that the records are not public by clearly marking the portion "redacted" or we will explain which portions of the record(s) have been redacted. In addition, the legal authority relied upon for the refusal to disclosed will be cited.

If a public records request is denied because the request is overbroad, ambiguous, or does not reasonably identify Village records, information will be provided about how the Village records are kept and a new public records request may then be made.

A fee for copies of the public records may be charged which covers the direct costs of duplication incurred by the Village. The current fee is \$.25 per page and \$ 5.00 per CD-ROM. In addition, actual cost of postage or other delivery may be charged. Payment for the copies may be requested before processing the request.