

CITY OF PICKERINGTON PUBLIC RECORDS POLICY

It is the policy of the City of Pickerington (“City”) to adhere to Ohio’s Public Records Act.

Public Records

Records that document the work of the City are public, unless they are specifically exempt from disclosure under Ohio law. “Record” includes any document or device, whether paper, electronic, or other format, which is created or received under the jurisdiction of the City and which documents the organization, functions, policies, decisions, procedures, operations, or other activities of the City.

It is the policy of the City to organize and maintain records in such a manner that they can be made available for inspection and copying in accordance with Ohio law and the City’s records retention policies and procedures. The City’s records retention schedules are available at the City Clerk’s Office.

Record Request

No specific language is required to make a request, however, the requester must identify the records requested 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 shall contact the requestor for clarification, and should assist the requestor in revising the request by informing them of the manner in which the City maintains and accesses its records.

The requestor need not put a request in writing or provide his or her identity or the intended use of the requested records. The City may ask for a written request, the requestor’s identity, and/or the intended use of the information requested if: (1) it would benefit the requestor by enhancing the City’s ability to identify, locate, or deliver the requested public records; and (2) the requestor is informed that a written request is not required and the requestor may decline to reveal the requestor’s identity or intended use.

Requests for records may be made during regular business hours to:

Heather Moore, City Clerk
(614) 837-3974
100 Lockville Road
Pickerington, OH 43147
hmoore@pickerington.net

Response Timeframe

Inspection of public records must be made available promptly and copies of public records must be made within a reasonable period of time. “Prompt” and “reasonable” take into account the

volume of records requested, where the records are stored, and time for any legal review and/or redaction.

It is the goal of the City to acknowledge, in writing, within three business days, all public records requests that are not satisfied within such time period. Such acknowledgement may include:

Request for clarification (if necessary)
Estimated number of business days it will take to satisfy the request
Estimated cost if copies are requested

Records prepared for inspection may be viewed during regular business hours (Monday through Friday, 8:00 A.M. to 5:00 P.M.). The City will provide copies of public records on paper, on the medium on which they are kept, or on any other 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. When making public records available for public inspection or copying, the City shall notify the requestor of any redaction or make the redaction plainly visible. Denial of all or any part of any public record requested shall include an explanation for the denial, including legal authority. If the initial public records request was in writing, the explanation will also be in writing.

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 - .15 cents per page regular copies; .35 cents per page color copies (no charge for any request totaling \$1.00 or less)
- Downloaded computer files on a compact disc - \$1.00 per disc
- Electronic records e-mailed to the requestor – no charge
- Oversized copies (plats, etc.) \$1.00 per page
- Requestors may have records mailed to them by paying this office the actual cost of postage

E-mail records

If the content of an e-mail or other electronic communication meets the definition of a public record (see “Public Records” 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.