



PAINESVILLE TOWNSHIP PUBLIC RECORDS REQUEST POLICY

(November 10, 2016)

Painesville Township believes in open government. We welcome citizen participation. Citizens are entitled to access government records and the Public Records Act should be interpreted liberally in favor of full disclosure.

HOURS AND COSTS

Administrative - Public Record Requests may be made at Painesville Township Hall at 55 Nye Road Monday through Friday between the hours of 8:00 a.m. and 4:30 p.m. Requests may be made in person, by telephone, by regular mail, facsimile, or by email. All requests must be submitted to the Township Administrator.

Fire Department – Requests for emergency call records, fires, auto accidents, or any issues handled by the Painesville Township Fire Department may be made at Station 3 at 550 Hardy Road Monday through Friday between the hours of 8:00 a.m. and 4:30 p.m. Requests may be made in person, by telephone, by regular mail, facsimile, or by email. All requests must be submitted to the Fire Chief.

There is no cost for viewing records at Township Hall or the Fire Station. There is no cost for records that are less than five pages. For records that are five pages or more the cost is eight cents per page (all pages). We may require that you pay an estimated cost before copies are produced. Copies of photos, discs, etc. will be provided at our cost. If records are mailed to you, we will charge you in advance for postage and the cost of mailing. Documents that are sent via mail service will be sent certified mail.

MAKING A PUBLIC RECORDS REQUEST

We will provide prompt inspection of public records and copies of public records in a reasonable period of time. You are not required to identify yourself when making a request. You are not required to disclose why you are requesting records. We will ask you to submit your request in writing to help us understand exactly what you are asking to view. You are not required to submit your request in writing. We will make every effort to provide the documents requested based on the information given in your request. If the records cannot be located at the time you are in our office, we will contact you when the records are available.

DEFINITION OF PUBLIC RECORDS

Under Ohio law, public records are those items that meet all of the following elements:

1. Any document, device, or item, regardless of physical form or characteristic, including an electronic record;

2. That is created or received by, or coming under the jurisdiction of a public office;
3. That documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office. This does not include records kept for our administrative convenience.

You may ask for a copy of our records retention schedule, which will familiarize you with the types of records available.

RECORDS THAT WILL NOT BE RELEASED

Under Ohio law, some records that meet the above three elements will be withheld from release because state or federal law makes the record confidential. Some commonly requested records that are confidential include:

1. Attorney-client privileged information and trial preparation records;
2. Social Security numbers;
3. Records of ongoing investigations;
4. Medical records;
5. BMV records;
6. Records that a judge ordered to be sealed per a statute

Peace officer, firefighter, EMT, prosecutor, assistant prosecutor, Residential and Familial Information (R.C. 149.43 (A) (7)).

LIMITATIONS

We may limit to ten the number of public records provided to you, unless you certify in writing that you do not intend to use the records for commercial or marketing purposes.

QUESTIONS OR CONCERNS

If you have questions or concerns about Ohio Public Records law, please contact your state legislature. You can find contact information at www.ohio.gov.