

**Park District of Ottawa County  
Board of Park Commissioners  
Resolution 2022-10  
Public Records Policy**

**WHEREAS**, the Public Records Act applies to Public Records which are defined as “records kept by a public office” (ORC. 149.011), and

**WHEREAS**, records include 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, and

**WHEREAS**, all records of the Park District of Ottawa County are public unless they are exempt from disclosure under the Ohio Revised Code, and

**WHEREAS**, the Park District of Ottawa County may adopt a Public Records Policy as defined in ORC. 149.43, and

**WHEREAS**, as defined in ORC 149.381 the Park District of Ottawa County is required to submit a Records Retention Schedule signed by local government unit, Records Commission, Ohio History Connection State Archives, and Auditor of the State, and

**NOW THEREFORE BE IT RESOLVED**, that a Park District of Ottawa County Public Records Policy has been approved by the Board, and

**BE IT FURTHER RESOLVED**, that the Park District of Ottawa County will maintain a public records request log sheet, and

**BE IT FURTHER RESOLVED**, that the Park District of Ottawa County will maintain a Records Retention Schedule, and

**BE IT FURTHER RESOLVED**, that the Park District of Ottawa County will insure the Records Retention Schedule has been signed by the Records Commission in an open meeting as defined in ORC. 149.38-149.412, and

**BE IT FURTHER RESOLVED**, that it is found and determined that all formal actions of this Board concerning and relating to the adoption of this resolution were so adopted in an open meeting of this Board, and that all deliberations of this Board, and any of its committees 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.

This resolution was passed on June 7th, 2022 with 4 votes for passage and 0 votes against passage as indicated below:

  
\_\_\_\_\_  
Gary Kohli

6/7/22

  
\_\_\_\_\_  
Mike Shadoun

6/7/22

  
\_\_\_\_\_  
Judy Indorf

June 7, 2022

  
\_\_\_\_\_  
Jack Madison

6-7-2022

**ATTEST:** I hereby affirm that this is an accurate record of actions taken by this Board at their  
June 7<sup>th</sup>, 2022 meeting.

  
\_\_\_\_\_  
Jannah Wilson, Director-Secretary

6/7/2022  
Date



# Park District of Ottawa County

## Public Records Policy

Updated 5/20/2022

Board Approved

6/7/22

Public Records Act applies to "Public Records" which are defined as "records kept by a public office" (ORC. 149.011). Records include 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. The Park District of Ottawa County is a governmental entity with a five-member Board of Commissioners. All records of the Park District of Ottawa County are public unless they are exempt from disclosure under the Ohio Revised Code.

Some records which are kept by this office may be withheld from a request because of state or federal laws, to wit: (not intended to be all inclusive)

1. Social security numbers, except the last four digits (149.45 (a));
2. Dates of birth (CFR 99.3 (e));
3. Driver license number (149.45 (c));
4. Federal ID numbers (149.45 (b));
5. State ID numbers (149.45 (b));
6. Debit, charge, and credit card numbers (149.45 (d));
7. Financial account numbers or medical account numbers (149.45 (e))

There may be further exemption created by other laws or constitutional rights.

Documents in e-mail format are records as defined by the Ohio Revised Code when their content relate to the business of the office.

Public access may be either direct or by remote access if available. If remote access is offered, the version of the information or record document available through remote access shall be identical to that version provided as by direct access. If a record is not available by remote access, notice must be given to the Requestor that such record is available by direct access.

Although no specific language is required to make a request, the Requestor must at least identify the records requested with sufficient clarity to allow the public office to identify, retrieve, and review the records. A request for copies between the hours of 8:30 AM and 4:30 PM shall be promptly acknowledged and provided; if copies are requested, those copies shall be prepared and mailed, transmitted or otherwise made available to Requestor with 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.

Requested copies will be mailed, transmitted or otherwise made available to the Requestor upon payment of the actual cost incurred in responding to the request. The actual costs are \$.15 per copy plus the cost of mail, transmitting or otherwise providing. There is no charge for documents e-mailed.

Personal identifiers and forms containing personal identifiers may be redacted and the Requestor shall be advised or otherwise notified of any redaction which is not plainly visible. Authority for the redaction shall be provided. The following shall be redacted:

1. Social Security number, except last four digits;
2. Dates of birth;

3. Federal ID number;
4. Driver license number;
5. Stat identification number;
6. Financial account numbers;
7. Debit, charge, and credit card numbers;
8. Employment identification numbers;
9. Nonpublic record (149.43 (a))

If the request is ambiguous, overly broad or the record cannot be identified, the request may be denied, but the Requestor will be given an opportunity to revise the request, and be informed of the manner in which the records are maintained.

If the request is denied, the Park District of Ottawa County will provide an explanation and legal authority for the denial; to wit; (not intended to be all inclusive)

1. Not a public record;
2. Public access restricted by the Court;
3. Ambiguous request or overly broad request being made;
4. Cannot identify the request being made;
5. The document has been sealed or otherwise restricted by the Court;
6. Information or record does not exist or is not in the possession of or under the control of the office.

If a request is in writing, the explanation must be in writing.

Demand for a written request or disclosure of the identity of the Requestor and or his/her intended use as a condition for limiting availability or the production of the public record is prohibited unless it enhances the ability to locate or identify and produce the requested record:

HOWEVER, THE REQUESTOR MUST BE ADVISED THAT THE DISCLOSURE IS NOT MANDATORY AND THE REQUESTOR MAY DECLINE TO REVEAL THE INFORMATION.

Bulk distribution is a distribution of a compilation of information from more than one record. New compilation of information means the collection of information obtained through selection, aggregation or reformulation of information from more than one record.

A request for bulk distribution of information shall be provided if such a request does not require the creation of a new compilation. The Requestor may choose whether the distribution be on paper or upon the same medium used by the office if it can be reasonably duplicated as an integral part of the normal operation of the office. The bulk distribution shall include a time or date stamp indication the compilation date.