

Date 1/26/09
Approved by Board

PUBLIC RECORDS

The Board of Trustees recognizes that all records generated by and for the operation of the Hubbard Public Library are public documents and subjected to the provisions stated in Ohio's Public Records Law (R.C. 149.43) and House Bill 9 (H.B. 9).

A request to review public records will be made to the Library Director. Upon request, and in a reasonable amount of time, all public records responsive to the request will be reviewed to determine which records are to be disclosed and which are exempt from disclosure. Any questions to the exempt status of any record will be reviewed with the Trumbull County Prosecutor's Office.

All non-exempt records responsive to the request will be prepared and made available for inspection to the requester at all reasonable times during regular business hours.

Copies of public records may be requested. Copies duplicated upon paper or in other duplicating medium will be made by the library within a reasonable period of time. Paper copies will be provided to the requester at the library's current charge for paper copies. Full payment must be received before copies are given to the requester.

Copies of public records may be transmitted by United States mail, or by other standard means of transmission within a reasonable period of time after receiving the request for the copies. Full payment must be received in advance to cover the cost of postage or the costs incurred for other supplies used in the mailing, delivery, or transmission of the copies.

The library does not ask about the identity of the requester or the intended use of any requested public document, except when necessary to facilitate compliance with a request.

The Library Records Commission consisting of the Board of Trustees and the fiscal officer of the Board will meet at least once every 12 months to review any applications for one-time disposal of obsolete records and to review schedules of records retention and disposition submitted by any employee of the library.